

# ANNUAL REPORT

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# 2012-2013



*40 years / 40 ans*  
1973-2013



Canadian Council on Continuing Education in Pharmacy | Le Conseil canadien de l'éducation continue en pharmacie

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*Advancing pharmacy practice through quality continuing pharmacy education*

*Améliorer la pratique de la pharmacie par la formation continue de qualité*

## To Volunteers, Program Providers and Members

A common refrain among people of a “seasoned” age is something along the lines of “it is not fun getting older.” Many people might agree with this notion and its applicability to themselves and those around them. However, aging can also be a wonderful, meaningful passage of time that grants us a certain wisdom that life, does indeed, get better as we age.

And so it was with this understanding that we prepared for and celebrated our association’s 40 years in the business of accrediting continuing education programs for pharmacy professionals. From our humble beginnings in 1973 to the present day, CCCEP has constantly and consistently provided a much needed service to the Canadian pharmacy community. We are proud of our achievements and our contributions to the advancement of pharmacy in this country. But we also acknowledge that we did not get here on our own – there is a long line of people, past and present, who shaped our organization throughout the years. To all of them – to all of you – please accept our most heartfelt appreciation for your contributions.

In addition to the events that surrounded our anniversary and our acknowledgement of our past, 2012-2013 also ushered in a new beginning. It was our great pleasure to confirm CCCEP’s newest regular member and representative at the Board table: the Canadian Pharmacy Technician Educators Association (CPTEA). We welcome their membership and look forward to working collaboratively toward the building of a stronger organization for the future.

Celebrations aside, there was still much work to be done. We completed the first full year of our Strategic Plan and we are very pleased to have moved forward on a number of items to support its fulfillment. For the first time in our association’s history, we finalized the *Program Provider Policy* that spells out the rights and responsibilities of program providers. Secondly, to conclude a project that was



Sandra Winkelbauer

in development for two (2) years, our Board approved the *Sponsorship Policy*. Following extensive review and consultations with stakeholders, we are extremely pleased with the final outcome and the fact that the policy in place will facilitate our work. Furthermore, we approved-in-principle a competency-mapped accreditation policy. The policy provides for a two-stage accreditation process when there is a set of competencies that have been established by an

authoritative third party or by an expert panel established by CCCEP.

Administratively, our anniversary coincided with a new era of legislation coming into force. The *Canada Not-for-profit Corporations Act* provides an updated set of rules that are modern, flexible and better suited to the needs of today’s not-for-profit sector. To that end, CCCEP conducted a revision of its By-laws to ensure compliance with the new Act.

It was a busy, productive and special year. My thanks go out to all members of the Board for their commitment and dedication to advancing our work. To our learning review panelists, our sincerest thanks and appreciation to all who support the review of the continuing education programs with their time and expertise. We also owe a great amount of thanks to our tremendous national office team led by Executive Director, Art Whetstone and supported by Shirley Hoggard, our Administrative Assistant.

And finally, thank you again to all who helped and supported CCCEP throughout our forty years. We will continue to support pharmacy practice in this country by fulfilling our mission to advance pharmacy practice through quality continuing pharmacy education this year, next year and for at least forty more!



Sandra Winkelbauer

## The Year in Review

The following outlines a number of items that were completed in the past year to support the objectives outlined in the **2012-2015 Strategic Plan: Building Excellence**.

### Program Excellence

- The Board of Directors approved a revised *Accredited Provider Policy*.
- The Board of Directors approved the *Program Provider Policy* and the *Sponsorship Code of Practice*.
- Implemented the new *Standards for CCCEP Accreditation* including the creation of standard-related guidelines to assist providers in their adherence to the new standards.
- Implemented a new program monitoring system to ensure that accredited programs are delivered as accredited.

### Practice Excellence

- A competency-mapped accreditation policy was approved-in-principle by the Board of Directors. The policy builds on the Stage 2 accreditation process used for the accreditation of immunization and injection programs.

### Organizational Excellence

- The Board of Directors approved a new Mission Statement for CCCEP. A vision statement will be finalized in late-2013.
- The Canadian Pharmacy Technicians Educators Association (CPTEA) was welcomed as CCCEP's newest member.
- CCCEP submitted the Articles of Continuance to replace the current Letters Patent. CCCEP also revised its By-laws to align with the provisions of the new *Canada Not-for-Profit Corporations Act*.
- The Board of Directors reviewed, revised and renewed several operational policies. These policies included: *Privacy Policy*, *Guidelines on the Use of CCCEP Logos and Trademarks*, *Complaints Policy*, *Financial Management Policy*, *Expense Reimbursement Policy*, *Investment Policy* and the *Code of Conduct*.

## Program Submissions 2011-2013

### Program Submissions by Type of Application

Type of Application	2011		2012		2013	
	Number	Percent	Number	Percent	Number	Percent
New Program	145	86%	148	84%	142	80%
Extension	3	2%	5	3%	8	5%
Update	8	5%	7	4%	0	0%
Administrative Review	3	2%	6	3%	8	5%
Program Type Review	9	5%	10	6%	19	10%
<b>TOTAL</b>	<b>168</b>	<b>100%</b>	<b>176</b>	<b>100%</b>	<b>177</b>	<b>100%</b>

## Celebrating CCCEP 1973-2013

In the forty years since its founding in 1973, the Canadian Council on Continuing Education in Pharmacy (CCCEP) evolved from an entirely volunteer-run organization to become a fully operational not-for-profit association inclusive of permanent staff members and national office. CCCEP continues, however, to benefit from numerous volunteers who share their time and expertise as learning review panelists.

### LEARNING REVIEW PANELISTS

#### *20 Years of Service Award*

Dianne Boone  
Gail Young  
Julie Toppings  
Sharon Lyons

### ORIGIN

The concept of a national coordinating body for continuing education in Canada had its origins on the occasion of a seminar, sponsored by the Canadian Foundation for the Advancement of Pharmacy, at the University of Montreal in October 1972 and attended by representatives from each province. Out of this seminar came the following resolution:

“That this seminar. . . appoint a steering committee broadly representative of the associations and institutions interested in, and concerned with, continuing education in Pharmacy in Canada, and that this committee be directed to study all aspects related to the establishment and maintenance of a suitable national central clearing house and coordinating mechanism for continuing education.”

This committee met in Halifax, Nova Scotia in 1973 on the occasion of the Canadian Pharmaceutical Association annual conference, with delegates invited from each province. At this inaugural meeting a constitution was approved and the Canadian Council on Continuing Education in Pharmacy (C.C.C.E.P.) was founded.

To recognize this significant milestone, a series of activities to commemorate CCCEP's 40th anniversary were planned, including: the launch of *CCCEP e-Connect* weekly newsbrief, the début of a volunteer recognition program celebrating 5 years, 10 years, 15 years and 20 years of service for learning review panelists and the general promotion of CCCEP and *CCCEP e-Connect* at hosted booths at three (3) conferences in the spring of 2013.

*To all who contributed to the success of our organization throughout our forty years - thank you!*

## 2012-2013 Board of Directors

### Executive Committee

**President** | Sandra Winkelbauer

**Vice-President** | Barbara Thomas

**Past-President** | Bev Zwicker

### Member Organization and Representative

Alberta College of Pharmacists	Debbie Lee	Prince Edward Island Pharmacy Board	Michelle Wyand
College of Pharmacists of British Columbia	Ashifa Keshavji	Saskatchewan College of Pharmacists	Lisa Bagonluri
Manitoba Pharmaceutical Association	Kim McIntosh	Association of Faculties of Pharmacy of Canada	Maria Bystrin
New Brunswick Pharmaceutical Society	Gary Meek	Canadian Association of Pharmacy Technicians	Sheena Deane
Newfoundland and Labrador Pharmacy Board	Barbara Thomas	Canadian Pharmacists Association	Philip Emberley
Nova Scotia College of Pharmacists	Bev Zwicker	Canadian Society of Hospital Pharmacists	René Breault
Ontario College of Pharmacists	Sandra Winkelbauer	Canadian Pharmacy Technician Educators Association	Susan Ferguson
Ordre des pharmaciens du Québec	Anick Minville		

## Financial Statements

### Summarized Statement of Financial Position As at June 30, 2013

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 24,387	\$ 20,473
Accounts receivable	27,468	43,555
Goods and services tax recoverable	286	291
Prepaid expenses	<u>3,494</u>	<u>1,877</u>
	55,635	66,196
<b>INVESTMENTS</b>	<u>335,590</u>	<u>328,355</u>
	<u>\$ 391,225</u>	<u>\$ 394,551</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	<u>17,054</u>	<u>19,179</u>
<b>NET ASSETS</b>		
General fund	323,209	323,233
Restricted fund	<u>50,962</u>	<u>52,139</u>
	<u>374,171</u>	<u>375,372</u>
	<u>\$ 391,225</u>	<u>\$ 394,551</u>

### Summarized Statement of Operations and Net Assets For the Year Ended June 30, 2013

	<u>2013</u>	<u>2012</u>
<b>REVENUES</b>		
Accreditation	\$ 254,355	\$ 282,384
Other	<u>13,835</u>	<u>15,240</u>
	<u>268,190</u>	<u>297,624</u>
<b>EXPENSES</b>		
Accreditation	55,930	53,794
Salaries	111,457	105,416
Meetings	55,316	48,667
Other	<u>46,688</u>	<u>72,968</u>
	<u>269,391</u>	<u>280,845</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	(1,201)	16,779
<b>NET ASSETS - beginning of year</b>	<u>375,372</u>	<u>358,593</u>
<b>NET ASSETS - end of year</b>	<u>\$ 374,171</u>	<u>\$ 375,372</u>

Note 1: The summary financial statements have been derived from the audited financial statements which were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. Full note disclosure is found in the audited financial statements.

Mintz & Wallace Chartered Accountants LLP