



Annual Report 2013-2014

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



Sandra Winkelbauer

There are a number of adjectives I would like to use to describe the Board's activities of the last year: accomplished, enjoyable, fast-paced, challenging, fruitful – and these are just a few. But if I had to settle on a one word description, I would select "rewarding".

Each year the Board of Directors sets an aggressive work plan. It is only through the combined efforts of the Board, Committee members and our office staff that I can, again, report on an impressive list of accomplishments. Among all of our activities for the year, I am pleased to share our association's new mission (see right). The mission statement of any association is a critical component of that group's identity. It is a formal summary of the aims and values of an organization that, however brief, declares "what we do" as a group. Taking the time to examine and refine the mission statement is a very challenging but worthwhile exercise. I am confident that the mission statement developed this year will continue to guide the work of CCCEP's Board of Directors for many years to come.

MISSION

Advancing pharmacy practice through leadership, innovation and excellence in continuing professional development.

Faire progresser l'exercice de la pharmacie par le leadership, l'innovation et l'excellence dans le développement professionnel continu.

In addition to the adoption of our new mission statement, our Board pursued two initiatives that support innovation and the expanded scope of pharmacy practice. The *Competency-Mapped Certificate Program Accreditation* policy sets the framework for a new accreditation service offered by CCCEP. This project started with a pilot exercise in 2012 to provide what was referred to as Stage 2 accreditation of Immunization-Injection programs. Approved in late 2013, the Board is already looking to the future application of this policy and its expansion into other areas.

The second initiative is the specialization in pharmacy project that brings together five key Canadian pharmacy groups under the Blueprint for Pharmacy initiative: The Pharmacy Examining Board of Canada, the Canadian Society of Hospital Pharmacists, the Association of Faculties of Pharmacy, CCCEP and the National Association of Pharmacy Regulatory Authorities (as an observer). CCCEP has and will continue to provide leadership to the Specialization Pharmacy Task Group examining this issue. We are pleased that in this past year, funding of a needs assessment and feasibility study was obtained to enable this project to move forward.

Throughout the year, our Board continued its core focus on the maintenance of best practices in the accreditation of continuing education: *the Guidelines for CCCEP Accreditation* were clarified and updated; the disclosure of conflicts of interest were updated to match best practices in this area; and the guidelines around the use of our logos were clarified to reduce bias. Furthermore, we began the process of updating the guidance document for provincial accreditation to include new tools to assist provincial authorities to apply CCCEP's new standards and guidelines.

So yes, in light of the above, I can say that the year was rewarding. It is a wonderful feeling to know that so much was accomplished in my final year as President. I wish the next President much success as he or she leads CCCEP over the next two years.

As before, I extend my personal thanks to all members of the Board for their commitment and dedication to advancing CCCEP's work. To the learning review panelists, sincerest thanks and appreciation to those who support the review of the continuing education programs with their time and expertise. And finally, my sincerest gratitude is extended to the national office team consisting of Executive Director, Art Whetstone and Shirley Hoggard, Administrative Assistant. From such a small team, great works are accomplished – thank you.

To you all, my very best.

Sandra Winkelbauer

2013-2014 Board of Directors

Executive Committee

Sandra Winkelbauer, President
Ontario College of Pharmacists

Barbara Thomas, Vice President
Newfoundland and Labrador Pharmacy Board

Bev Zwicker, Past President
Nova Scotia College of Pharmacists

Members

Lisa Bagonluri
Saskatchewan College of Pharmacists

Rene Breault (to May 2014)

David Knoppert (from June 2014)
Canadian Society of Hospital Pharmacists

Maria Bystrin
Association of Faculties of Pharmacy of Canada

Sheena Deane
Canadian Association of Pharmacy Technicians

Philip Emberley
Canadian Pharmacists Association

Ashifa Keshavji
College of Pharmacists of British Columbia

Debbie Lee
Alberta College of Pharmacists

Gary Meek
New Brunswick College of Pharmacists

Kim McIntosh
College of Pharmacists of Manitoba

Anick Minville
Ordre des pharmaciens du Québec

Bobbi Thomas-Bailey
Canadian Association of Pharmacy Technician Educators

Michelle Wyand
Prince Edward Island College of Pharmacists

Program Submissions

Program Submissions by Type of Application				
Type of Application	2013		2014	
	Number	Percent	Number	Percent
New Program	142	80%	140	82 %
Extension	8	5%	0	0%
Update	0	0%	0	0%
Administrative Review	8	5%	13	8 %
Program Type Review	19	10%	18	11 %
TOTAL	177	100%	171	100%

Year In Review

The following items were completed in the last year to support the objectives outlined in **2012–2015 Strategic Plan. Building Excellence.**

Program Excellence

- Accredited Provider policy and Application–Review form revised to align with *Standards for CCCEP Accreditation*.
- Accreditation of accredited providers was renewed using a revised policy and application framework.
- Provincial Accreditation Guidance document revised to reflect *Standards for CCCEP Accreditation*. New tools and templates were added to help provincial accreditors apply the standards.

Practice Excellence

- Immunization and injections stage 2 accreditation pilot project successfully concluded. Accreditation framework established formed the basis of the new Competency–Mapped policy.
- New Competency–Mapped policy created. Policy provides assurance that learning outcomes of programs that received competency-mapped accreditation achieved required competencies in a given subject area.
- Leadership provided in the exploration of advanced practice and specialization in pharmacy. CCCEP is one of five national organizations forming the Specialization Task Group.

Organizational Excellence

- Quality improvement initiative began to improve major accreditation and administration processes. Aim is to develop maps to review and improve processes and establish outcome and process performance indicators for each major process. Process maps will be used to establish desired state process maps and performance indicators.

Financial Statement

Summarized Statement of Financial Position As at June 30, 2014

	<u>2014</u>	<u>2013</u>
ASSETS		
CURRENT		
Cash	\$ 47,908	\$ 24,387
Accounts receivable	28,106	27,468
Goods and services tax recoverable	-	286
Prepaid expenses	<u>1,877</u>	<u>3,494</u>
	77,891	55,635
INVESTMENTS	<u>384,275</u>	<u>335,590</u>
	<u>\$ 462,166</u>	<u>\$ 391,225</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued liabilities	17,332	17,055
Goods and services tax payable	<u>2,645</u>	-
	19,977	17,055
NET ASSETS		
General fund	320,000	322,031
Restricted fund	<u>122,189</u>	<u>52,139</u>
	<u>442,189</u>	<u>374,170</u>
	<u>\$ 462,166</u>	<u>\$ 391,225</u>

Summarized Statement of Operations and Net Assets For the Year Ended June 30, 2014

	<u>2014</u>	<u>2013</u>
REVENUES		
Accreditation	\$ 303,133	\$ 254,355
Other	<u>59,200</u>	<u>13,835</u>
	<u>362,333</u>	<u>268,190</u>
EXPENSES		
Accreditation	63,189	55,930
Salaries	118,600	111,457
Meetings	57,526	55,316
Other	<u>54,999</u>	<u>46,688</u>
	<u>294,314</u>	<u>269,391</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	68,019	(1,201)
NET ASSETS - beginning of year	<u>374,170</u>	<u>375,371</u>
NET ASSETS - end of year	<u>\$ 442,189</u>	<u>\$ 374,170</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