



SASKATCHEWAN
COLLEGE OF PHARMACY
PROFESSIONALS

ANNUAL REPORT 2017

ADVANCING
QUALITY PHARMACY CARE
FOR A HEALTHIER
SASKATCHEWAN





MISSION, VISION, VALUES AND GOALS

MISSION:

The Saskatchewan College of Pharmacy Professionals serves the public interest by regulating the profession of pharmacy to provide safe, competent pharmacy care in Saskatchewan.

VISION:

Advancing quality pharmacy care for a healthier Saskatchewan.

VALUES:

- Professionalism
- Accountability
- Visionary Leadership
- Collaboration
- Education

GOALS:

- Goal 1 – Advancing Public Safety in Pharmacy Services
- Goal 2 – Ensuring Priorities and Resources are Aligned to Achieve Goals
- Goal 3 – Maintaining a Self-Regulated Profession
- Goal 4 – Increasing Recognition of Pharmacy Professionals as Essential Members of the Health Care Team
- Goal 5 – Supporting Health Care Public Policy



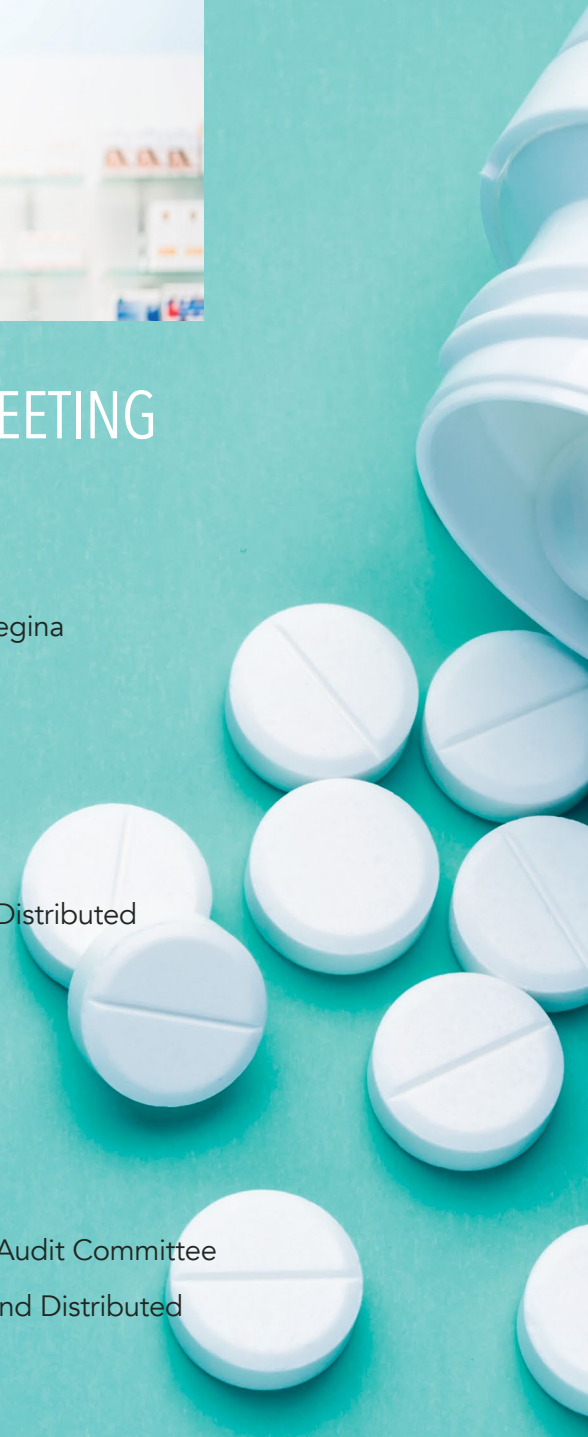


107TH ANNUAL GENERAL MEETING

AGENDA

May 12, 2018
DoubleTree Hilton Hotel and Conference Centre, Regina
President: Justin Kosar
Registrar: Jeana Wendel

- 1.0 President's Welcome
 - 2.0 Introduction of Councillors and Special Guests
 - 3.0 Motion to Accept 2017 Minutes as Printed and Distributed
 - 4.0 Business Arising from the Minutes
 - 5.0 Memorial to Deceased Members
 - 6.0 Reports
 - 6.1 President's Annual Report
 - 6.2 Registrar's Report
 - 6.3 Auditor's Report/Report of the Finance and Audit Committee
 - 6.4 Consideration of Annual Report as Printed and Distributed
 - 6.5 College of Pharmacy and Nutrition Report
 - 7.0 New Business
- Adjournment





CONTENTS

- 5** Report of the President
- 9** Report of the Registrar
- 34** 2017-2018 Saskatchewan College of Pharmacy Professionals
- 36** Minutes of the 106th Annual General Meeting
- 39** College of Pharmacy and Nutrition
- 44** Financial Statements





Justin Kosar, President

REPORT OF THE PRESIDENT

I am pleased to report on my term as President.

Upon acceptance of the role of President, I reflected on the guidance I received from my predecessors, my enthusiasm for belonging to our profession and the remarkable changes arising from our new legislation. When quoting data to illustrate the changes, I concluded that “one” is the only number that matters and in particular, opportunities to provide care one patient at a time. This analogy continues to ring true for the College as 2017 has been “one” eventful year in pursuing our vision of “advancing quality pharmacy care for a healthier Saskatchewan.”

An important objective under our priority goal of “advancing public safety in pharmacy services” is the increased use of a standardized quality assurance process. As our continuous quality improvement bylaws came into force during the year, we were able to successfully implement COMPASS, our continuous quality assurance program for every community pharmacy to include successful training sessions for all Quality Improvement Coordinators in every pharmacy. A successful media launch was held on November 9, 2017. The College’s website contains more information on this program and how it reflects our commitment to patient safety.

Another objective under this goal was to “introduce a competency assurance program to support quality assurance.” Preliminary planning began during the year with more focused planning continuing in 2018.

Closer to home, and to comply with our second goal of “ensuring priorities and resources are aligned to achieve goals,” we continue to develop a comprehensive performance management system for Council governance and the office administration roles. Through active scanning, we continuously monitor developments in our environment relating to our other three strategic goals of maintaining a self-regulated profession, increasing recognition of pharmacy professionals as essential members of the health care team, and supporting health care public policy.

This year also saw the change in Registrar of the College. Following Ray Joubert’s announcement of his intention to retire as Registrar, we embarked on a competitive process to find an executive recruitment firm. Using the services and methodology of Harris Leadership Strategies, we were successful in recruiting and appointing Jeana Wendel as his replacement. We welcomed her in this role as she will begin her duties on January 8, 2018. I also take this opportunity to thank the impressive number of candidates who applied for this position.

Several Councillors retired from Council at the end of their term: Shannon Klotz, Geoff Barton and Chet Mack. Through our regular election process, this year in Divisions 1, 3, 5 and 7, we welcomed Stephanie Miller, Margaret Wheaton, Peyman Nemati and Doug MacNeill respectively. With the changes in Council membership, delays were created in filling the officer position of vice-president. The officer position of president-elect also became vacant when we regrettably accepted the resignation of Leah Perrault for personal reasons. Rather than appoint her replacement for Division 6, we decided to wait for the normal election process early in 2018. Later, Bonnie Caven was added as our fourth public member and Marilyn Younghans accepted the role of vice-president. Jordan Kalesnikoff became the new student observer replacing Steven Kary, and Bill Gerla stepped into the role of past president as Spiro Kolitsas completed his term. An orientation session was held on September 20, 2017, for new Councillors with the support of our experienced members. Despite these outlined membership changes, I am very happy to be part of such a strong and committed team of pharmacy leaders dedicated to fulfilling our mandate. I'd also like to thank and recognize departing Councillors for their dedicated service.

In further response to the Council changes and to recognize the role of pharmacy technicians on Council, we directed that work begin to examine the options for electing pharmacy technicians and addressing any disparities within our electoral process. Decisions are expected in 2018.

Another substantial change occurred in the physical location of the College. With the assistance of our Building Committee, Council approved the relocation of our office to Sherwood Place, 1900 Albert Street in Regina. We also successfully negotiated to lease our vacant office condominium to the Pharmacy Association of Saskatchewan (PAS). This relocation of our office, coupled with our relatively new legislation and role in regulating pharmacy technicians, led us to accept a new visual identity and logo for the College that you will see reproduced throughout this report.



Other yearly highlights include:

- Adapted the NAPRA model policy on cannabis for medical purposes by specifying the conditions under which this substance could be available through pharmacies
- Continued support for the addition of minor ailment and self-care conditions to pharmacists' prescribing. We approved regulatory bylaw amendments to clarify the training requirements for licensure for Level I Prescriptive Authority Basics and Minor Ailments. We await the Minister of Health's approval
- Continued to receive regular reports from Perry Hermanson, our PIP Data Quality Facilitator, demonstrating encouraging trends in the improvement of PIP data
- Recognized and appreciated the invaluable work of Kristjana Gudmundson during her time with us as Primary Care Coordinator
- Revised prescription validity policy was approved by Council to replace "the prescription is valid for one year or whenever the physician ceases to attend the patient, whichever is lesser." The new policy was announced and is available on the SCPP website
- Approved a draft competency and standards framework in response to the government's budget announcement to transfer travel health services to private providers including community pharmacists. We continue to work with the Ministry of Health in finalizing this framework with the announcement of a final decision early in 2018
- Held our awards ceremonies on May 6 and our annual general meeting and on May 7, 2017, in conjunction with the PAS annual conference. The College continues to appreciate being included as part of the conference
- Held our first Graduation Luncheon for the graduates of the Pharmacy Technician program at Saskatchewan Polytechnic in Saskatoon on May 26, 2017
- Held our 61st Convocation Luncheon in Saskatoon on June 8, 2017, to congratulate and welcome the pharmacy graduating class of the College of Pharmacy and Nutrition at the University of Saskatchewan
- Instituted a new role for our public members on Council to serve as an advisory panel to provide SCPP with their perspectives on promotional activities of pharmacies
- Council received a funding proposal from the Continuing Professional Development for Pharmacy Professionals (CPDPP) that in part suggests raising the per capita grant and assessing pharmacy technician license fees. A final decision was deferred to the 2018 budget
- Set the deadline for registration of pharmacy assistants completing the Bridging Pathway to be December 31, 2019, on the recommendation of our Registration and Licensing Policies Committee
- Formed an advisory group to review and recommend implementation strategies of NAPRA's completion of three extensive sets of model compounding standards. We are expecting their report in 2018



I am also proud to report on the efforts of the Council recognizing the important role pharmacists and pharmacy technicians have in addressing the opioid crisis. Council accepted a discussion document entitled "Introducing CAMPAIN," an acronym for collaboration in the appropriate management of pain. It discusses a collaborative approach in leveraging the role of pharmacy professionals in effective pain management as a strategy to reduce misuse, abuse and diversion. A major feature of the concept is to initiate dialogue with all involved in pain management to determine if consensus exists on respective roles and strategies. Consultations are ongoing and we expect to report progress during 2018.

Due to other priorities, substantive development of the patient care areas in pharmacies was delayed. We are expecting progress in 2018 of more specific plans and proposals for consultation with stakeholders.

The SCPP Council, Pharmacy Association of Saskatchewan (PAS) Board and the Canadian Society of Hospital Pharmacists (CSHP) Saskatchewan Branch executive held our annual joint meeting on December 15, 2017. A full agenda featured a presentation from Scott Livingstone, newly appointed CEO of the Saskatchewan Health Authority, on an overview of the current status of the amalgamation of the 12 health authorities and a preview of how pharmacy may function within the new Authority. We continue to monitor the transition to one health region (Saskatchewan Health Authority) and its impact on our mandate.

This report only summarizes the important issues addressed by Council and the College during 2017. Further details can be found in newsletters and other publications at www.saskpharm.ca.

We could not have accomplished as much without the teamwork and collaboration from Council, staff, committees, appointees, members, Ministry of Health, government and other health-related organizations. I am honored to be serving as president of the College. I extend my appreciation to the foregoing for their support in achieving our mission in pursuit of our vision during these challenging times of change. It has been "ONE" busy year!

Respectfully submitted,

Justin Kosar,
President



R. J. Joubert, Registrar-Treasurer

REPORT OF THE REGISTRAR

President Kosar and members of the College:

I am pleased to present my thirty-fourth and final report for my last year as Registrar-Treasurer. This report describes how the office contributes towards achieving the College's vision, mission, strategic goals and strategic direction established by Council.

As the secretariat and treasury for SCPP, this office provides administrative support for Council and committees and the activities outlined in the President's report. We also manage issues, communications and our statutory obligations. The latter include registration and licensing, and monitoring and enforcement activities such as field operations consisting of routine and special evaluation of pharmacies and investigation of complaints, and programming. An important program development was implementation of COMPASS, our continuous quality assurance process for community pharmacies. We also act as liaison between Council, committees and members, government, the public, other professional organizations, the pharmaceutical industry and other stakeholders.

To support our strategic direction, we began implementing a comprehensive performance management system consisting of:

- Risk identification, assessment and management strategies using metrics to assess success in managing risks;
- Continued active monitoring of our governance processes; and
- Administrative restructuring into operational units, which continues with measurements of staff time dedicated to each unit, monitoring changes over time and establishing measurable objectives for each unit's contribution to our strategic direction. This included changes to staff position descriptions and titles to more accurately reflect their functional roles within our administrative units.

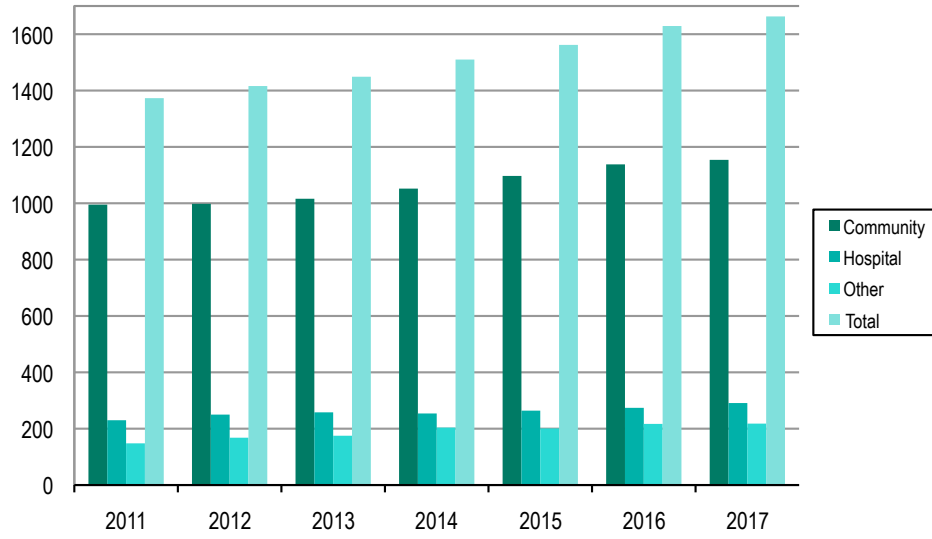
Highlights from the tables and charts that follow.

- Overall our financial position is healthy:
 - Our assets grew by 14.9% to \$3,469,757. The main contributors were the leasehold improvements, and furniture and fixtures acquired as part of the move of our office from 4010 Pasqua Street to 1900 Albert Street. Another factor is the prepaid expense for the subscription to ISMP for their resources under our COMPASS program.
 - Main contributing factors to achieve an operating surplus of \$146,368 were:
 - Increasing numbers of members, in particular pharmacy technicians (from 82 to 195), and pharmacies (from 367 to 381 where openings exceed closures);
 - Financial control strategies to achieve budget targets, such as restraining costs in areas directly under our control;
 - Sundry revenue increased due to discipline recoveries in spite of decreased interest revenue; and,
 - Decreased legal costs.
 - The accumulation of surpluses over the last few years has helped in sustaining our catastrophic discipline cost and operating reserve fund targets to enhance our financial stability. Membership growth continues with a continued high proportion of Saskatchewan graduates along with graduates from other jurisdictions becoming registered, both exceeding attrition. We continue to monitor the sustainability of this latter trend as the deadline approaches for the alternative registration pathway for pharmacy technicians who have not graduated from CCAPP-accredited programs.
 - The 8.5% increase in administrative costs was mostly due to our office move and regular staff salary and benefit increments.
- Overall changes in pharmacies (e.g. manager, ownership, name, relocations and renovations) continue to increase, adding to our revenue and administrative workload;
- Routine pharmacy evaluations have decreased due to other priorities such as investigating complaints, transitioning to COMPASS and assisting with issues management, and member inquiries on a wide variety of topics;
- Professional Practice Review Indicators – please refer to the Field Officer reports on the pages that follow. While there are some shifts in data, we do not interpret any of them as indicating changing trends requiring different strategies;
- Regarding complaints and discipline, disturbing trends are:
 - Formal complaints referred to the Complaints Committee continue to grow in number and complexity;
 - Increasing referrals to discipline in spite of increased utilization of our alternative dispute resolution processes continue to be of concern; and,
 - The number of informal complaints not referred to the Complaints Committee, but handled administratively, is also growing in number and complexity.

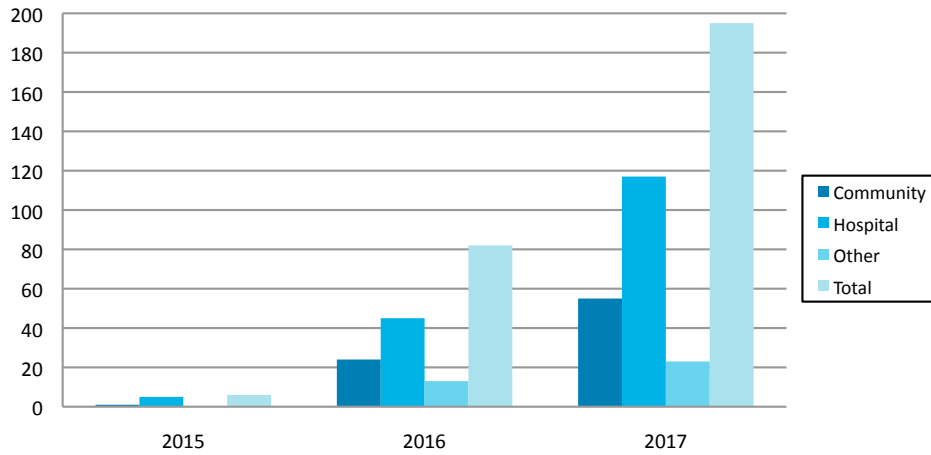
We plan to reinstate our complaints satisfaction surveys and examine instruments to collect data to help explain these trends and inform preventive strategies. The increasing number of complaints related to attitude and behaviour, plus billing irregularities, are of particular concern. One example of the benefit of collecting data is our fitness to practise process that was initiated as a direct result of monitoring trends in complaints.

Please refer **Appendix A** at the end of this report for a more detailed breakdown of our membership and community pharmacy data.

**Practising Members - Pharmacists
as of December 31**

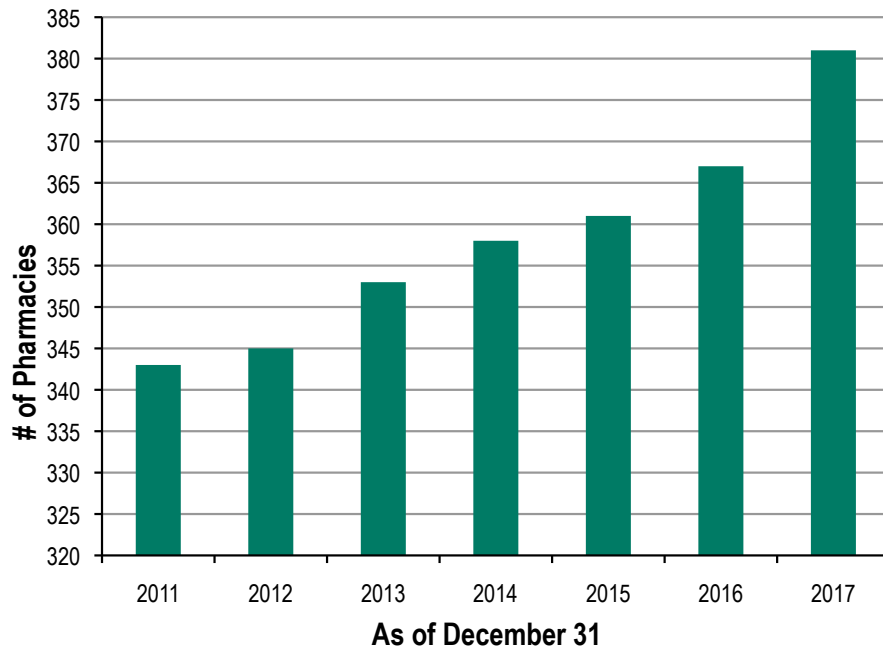


**Practising Members - Pharmacy Technicians
as of December 31**



Community Pharmacies

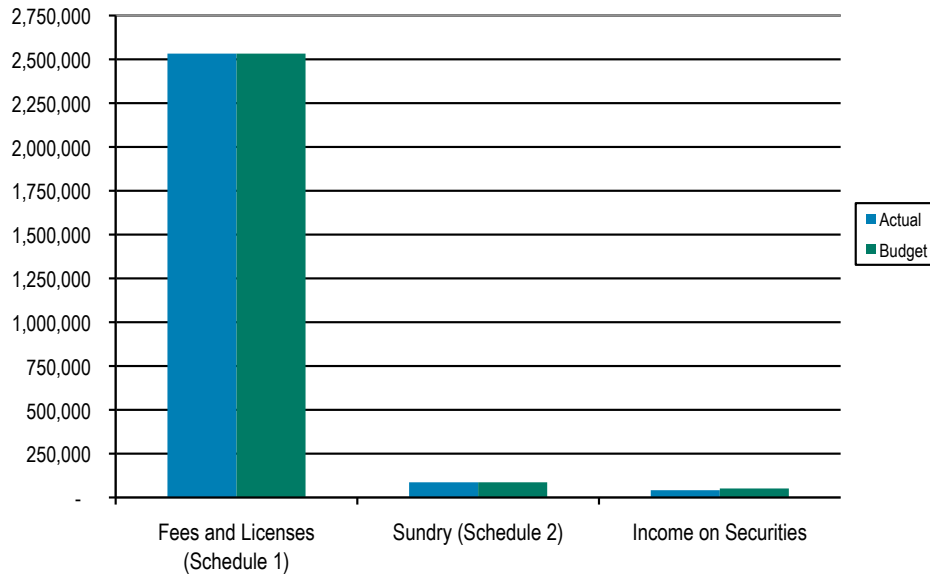
(includes Community, Satellite & Dispensing Physicians)



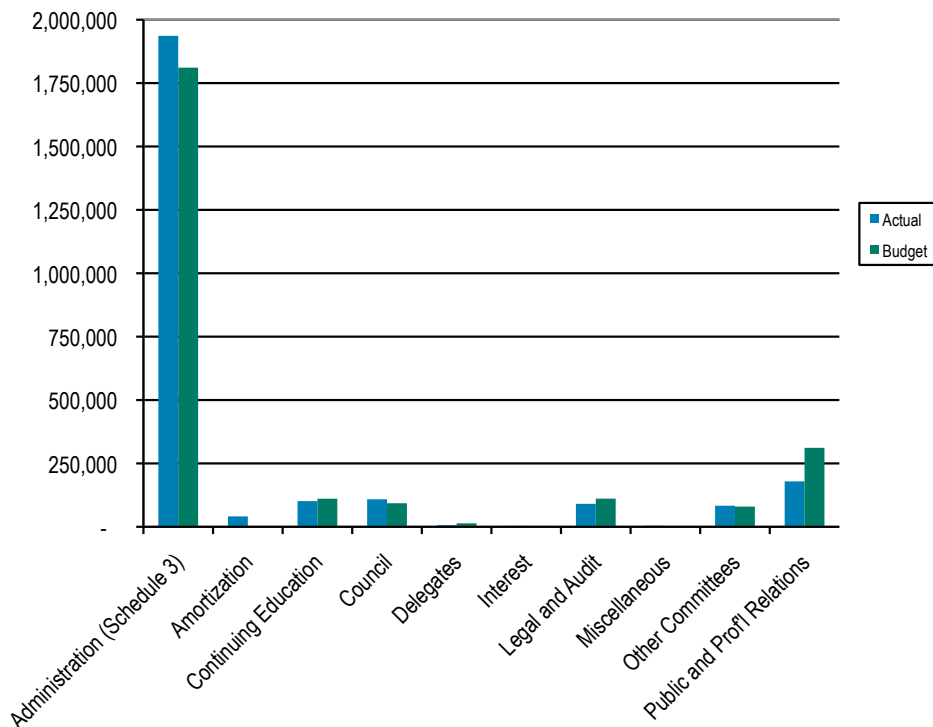
Financial

Please refer to the audited statements at the end of this report for further information and also to **Appendix B** for a more detailed comparison of our actual experience with budget. The following graphs summarize our performance:

Revenue 2017



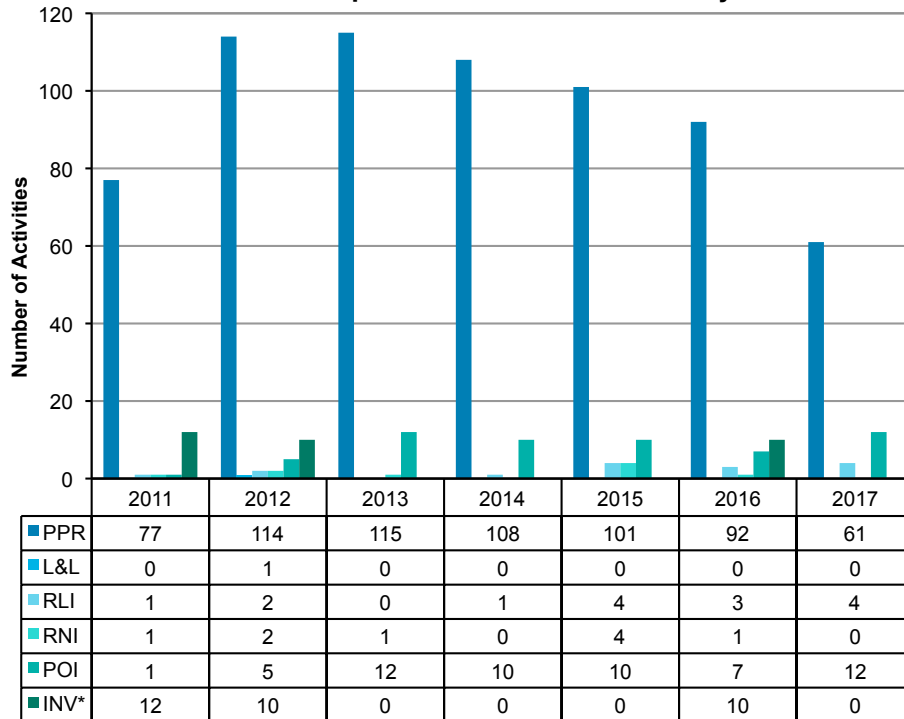
Expenses 2017



Field Operations

Pharmacy Practice Reviews continue to be divided between Jeannette Sandiford in the south and Lori Postnikoff in northern Saskatchewan. Regular activities are summarized as follows:

Field Operations Activities Summary



Key

PPR = Professional Practice Reviews

L&L = Lock and Leave inspections

RLI = Relocation inspections

RNI = Renovation inspections

POI = Pre-opening inspections

INV = New investigations requiring travel to the pharmacy locations to conduct a review of the records and/or an interview of the member(s)/or members of the public or affected agencies (such as home care, etc.)

Summary

The field officers no longer routinely visit pharmacies undergoing renovations or lock and leave installations. Many renovations and Lock and Leave installations continue to be approved via written undertaking, rather than an actual visits. These renovations and lock and leave installations will be reviewed during routine pharmacy visits.

Not all pharmacies that opened in 2017 could be visited for a pre-opening inspection. Two new pharmacies were opened via an undertaking and agreement process with the College, while the remainder opened after a pre-opening inspection. Plans are underway to pursue the former. Most re-locations were also approved by undertaking, with a follow-up visit.

Field Officers' Report of Pharmacy Practice Reviews for 2017

Jeannette Sandiford and Lori Postnikoff continue to visit pharmacies in Saskatchewan on a routine basis to conduct Professional Practice Reviews (PPRs).

Sixty-one PPRs were conducted in 2017, which was well below the targeted goal of 120. This was due in part to the work required to launch the COMPASS program and an increase in the complexity of complaint investigations.

There were 12 Pre-Opening Inspection (POI) visits and four relocation inspections visits. In cases where an onsite visit could not be scheduled, the pharmacy manager, on behalf of the proprietor, entered an "Undertaking" agreement and agreed to fulfill all bylaw requirements.

In the following chart, the main Indicator questions #1 thru #10 are rated using ratings 1 thru 4:

- (1) Indicator has no activity/compliance – improvement required (WRITTEN ACTION PLAN within 60 days)
- (2) Indicator has some activity/compliance – improvement required (WRITTEN ACTION PLAN within 120 days)
- (3) Indicator has most/complete activity/compliance
- (4) Indicator was not observed/discussed

Slight revisions were made to the report in 2017, but overall the report remained the same as the 2016 report.



PRACTICE REVIEW CHART

Year		2014	2015	2016	2017
Number of Pharmacies		108	101	92	61
Indicator	Rating	%	%	%	%
1) Information gathering and documentation	1	0	0	0	0
	2	65	78	75	72
	3	35	22	24	28
	4	0	0	1	0
2) Patient information utilization	1	0	0	0	0
	2	4	1	12	2
	3	96	97	87	98
	4	0	2	0	0
	n/a			1	
3) Medication therapy through patient education	1	0	0	0	0
	2	2	0	3	0
	3	98	94	97	98
	4	0	6	0	2
4) Prescribing in best interest of patient	1	0	0	0	0
	2	0	1	1	3
	3	99	97	95	97
	4	1	2	2	0
	n/a			2	
5) Applying Advanced Scope of Practice	1			0	0
	2			0	0
	3			77	90
	4			22	10
	n/a			1	0
6) Effective use of personnel	1	0	0	0	0
	2	6	0	10	3
	3	94	98	90	95
	4	2	2	0	2
7) Formal system for medication incidents	1				3
	2				38
	3				59
	4				0
8) Medication Therapy Management Ensures Optical Patient Care	1				0
	2				8
	3				87
	4				5
9) PIP viewer is accurate and complete (failed transactions)	1			1	0
	2			33	39
	3			51	61
	4			14	0
	n/a			1	0
10) Drug distribution processes ensures safe dispensing of medication	1			0	0
	2			0	2
	3			99	93
	4			0	5
	n/a			1	0

Due to improvements in data collection through the College's in1touch database, SCPP is able to offer enhanced statistics.

The questions which inform the 10 indicator questions are rated using the ISMP Medication Safety Self-Assessment process A thru E.

- A – no activity/evidence
- B – discussed for possible implementation
- C – partial implementation or activity
- D – implemented for some patients
- E – implemented for all patients



Indicator #1

6 questions were asked regarding indicator #1 and found that:

- 98% of pharmacists capture the patient's demographics into their pharmacy management systems (software) obtaining an E rating "implement for all patients"
- a 'partial implementation' or C rating was found for 46% of pharmacies regarding capturing current and relevant medical conditions; 51% received a D rating "implement for some patients"; and 2% obtained an E rating
- 70% of pharmacies have "partial implementation" or a C rating regarding documentation of relevant social history. 3% obtained an E rating
- while there is a 51 to 49% rating split between "partial implementation ("C") and "implemented for some patients" a D rating, for the documentation of current medication therapies including prescription drugs, vitamins, herbals, homeopathics and non-prescription drugs/therapies. 3% obtained an E rating
- 92% of pharmacies were entering drug allergies and intolerances for all patients, an E rating
- there was a periodic/annual review of patient information in 67% of pharmacies for all patients, an E rating, with partial implementation, C rating, in 16% of pharmacies and 17% implementations for some patients, D rating

Indicator #2

12 questions are rated under indicator #2 with the following results:

- 90% of pharmacies had an E rating for seven of 12 questions including: determining the indication for medication use, assessing the appropriateness of new medication therapy, assessing any patient concerns such as cost/dosage form, identifying drug related problems or inappropriate therapy, referencing best practice guideline and monitoring and resolving computer generated warning/alerts
- the remaining questions "E" rating ranged from:
 - 13% for documentation of relevant patient care information for continuity of care and ongoing monitoring
 - 20% reviewing patient progress towards desired outcomes
 - 69% accessing and utilizing information available from the eHealth viewer (lab test results, discharge summaries, etc.)
 - 80 to 85% identifying inappropriate drug use and issues with adherence

Indicator #3

6 questions are rated under indicator #3 as follows:

- 95 to 100% of pharmacies received an E rating for four of the six questions including: ensuring the patient understand the clinical goals and purpose of their medications, allowing times for patient questions, providing relevant medication information, including common side effects, with information provide in an appropriate manner for the patient
- 64% of pharmacies received an E rating for monitoring patient knowledge upon medication refills
- 77% of pharmacies received an E rating for providing information in area, which allows for confidentiality

Indicator #4

6 questions review pharmacist prescribing with the following results:

- PIP is reviewed prior to prescribing, previous medication usage is assessed and treatment algorithms are used in 90 to 100% of pharmacies for all patients – E rating
- the PAR does not always contain all the required information (most often missing the reason for prescribing) with 82% of pharmacies having all the required information for interim supplies and 64% for minor ailments

Indicator #5

9 of the 11 questions review the pharmacist's ability to administer medications by injection and other routes, while two questions review lab results and testing

- 77 to 87% of pharmacies rated an E for most questions under indicator #5 which monitors pharmacist expanded scope of practice
- only 51% of pharmacies were routinely monitoring lab values through the eHealth viewer

Indicator #6

5 questions review pharmacy workflow and provision of pharmacy services.

- overall pharmacy managers reported that they have adequate staff to perform medication management for patients, as well as additional services such as immunizations, compliance packaging, long term care services in a safe environment. With E rating of 97% for four of five questions
- 84% of pharmacies gave a rating of E for their ability to effectively interact with those patients requiring the assistance of a pharmacist

Indicator #7

Not all pharmacies were participating in the COMPASS program prior to the end of 2017. For those pharmacies participating in COMPASS, indicator questions were divided into four key elements, which deal with managing medication errors. Information on Key Elements 2, 3 and 4 will be discussed in subsequent reports.

- 95 to 100% of pharmacies had a system in place to review medication incidents as assessed in Key Element #1. Medication errors were disclosed to the patient upon discovery; an apology was provided to the patient; and information on how to manage any adverse effects was also provided to the patient. A review of causal factors and improvement processes was undertaken by pharmacy staff members

Indicator #8

5 questions monitor medication management reviews by pharmacist with the following results:

- 48% of pharmacies received an E rating, and 30%, a D rating, in performing medication review for patients identified as a risk for drug related problems
- 72 to 75% of pharmacies received an E rating for four of the five questions including: patient education, preparing the best possible medication history, recommending medication management improvements and discontinuation of inappropriate therapy and performing follow up with the patients' health care providers

Indicator #9

3 questions review Pharmaceutical Information Program (PIP) data quality

- 41% of pharmacies checked their "failed transaction report" for PIP data quality daily
- 69% of pharmacies were aware of the requirements for prescription transfers with PIP
- 93% of pharmacies are ensuring all prescriptions are captured into PIP

Indicator #10

7 questions monitor bylaw compliance.

- 97 to 100% of pharmacies are in compliance with the review bylaw requirements

More detailed information regarding the data presented is available upon request.

The field officers would like to thank each of the pharmacy managers and pharmacy staff members who took time out of their busy work days to allow them to conduct practice reviews.

Other Field Operation Activities:

- Both Jeannette Sandiford and Lori Postnikoff participated in Council meetings, conferences and convocation ceremonies. They actively collaborate with their counterparts in other provinces
- As our administrative lead for COMPASS, Jeannette Sandiford developed implementation plans and participated in training for the Quality Improvement Coordinators
- Lori Postnikoff, Complaints Director, continues to investigate complaints, usually requiring interviews or visits, and acts a resource for the Complaints Committee
- Lori also serves on the College of Physicians and Surgeons Opioid Advisory Committee and assisted with the teaching of federal law to University of Saskatchewan pharmacy students

**Deputy Registrar**

Jeanne Eriksen is our Deputy Registrar and in this role:

- Oversees our registration, licensing and pharmacy permit system
- Coordinates drug scheduling changes and bylaw amendments
- Oversees our communications strategies, including our member-based social media platform, newsletters, bulletins, advisories, annual report and reference manual content
- Supports the Registration and Licensing Policies, Awards and Honours, Fitness to Practise and Professional Practice committees. This results in preparing reports and important recommendations to Council. For example:
 - Pharmacy technicians scope of practice and continuing education/competency requirements
 - Patient private care area and specifications
 - Pharmacy manager eligibility requirements
 - Remote pharmacy service provision
 - Policies on emergency preparedness, needlestick injuries
- Continued the reinstatement of our Appraisal Training and Assessment process for international pharmacy graduates and former members returning to practice
- Serves on the National Committee on Regulated Pharmacy Technicians and on the National Advisory Committee on Pharmacy Practice (NACPP)
- Represents SCPP on the Pharmacy Association of Saskatchewan (PAS) Professional Practice Committee and the Conference Committee
- Serves on the Saskatchewan Polytechnic Pharmacy Technician Program Advisory Committee
- Represents SCPP on the Continuing Professional Development for Pharmacy Professionals Advisory Committee and the Structured Practice Experiences Program Advisory Committee
- Supported our Professional Practice Committee on the advisory committees reviewing the new NAPRA model compounding standards and the revision of the long-term care standards

Primary Health Care Coordinator

At the end of January, Kristjana Gudmundson concluded her term as Primary Health Care Coordinator. Her work included:

- Identifying measures to accomplish the recommendations from Dr. Losinski's report
- Determining strategies to incorporate pharmacists in Chronic Disease Management Quality Improvement Project (CDM-QIP)
- Creating opportunities to support pharmacists as recognized members of primary health care teams
- Developing spread strategies for pharmacy service models both within and outside of the publicly funded health system
- Identifying and promoting models of teamwork
- Participating in diabetes and rheumatology projects
- Researching, preparing documents and assisting members with inquiries respecting expanded scope of practice, especially administration of drugs by injection
- Assuming a greater support role for the Pharmacy Coalition on Primary Care

Report of the Complaints Committee

The Complaints Committee operates as a Committee of the College pursuant to *The Pharmacy and Pharmacy Disciplines Act* and derives its authority through legislation, including section 28 of the Act:

Investigation

28(1) Where the complaints committee is requested by the council to consider a complaint or is in receipt of a written complaint alleging that a member is guilty of professional misconduct or professional incompetence, or that a proprietor is guilty of proprietary misconduct, the committee shall:

(a) review the complaint; and

(b) investigate the complaint by taking any steps it considers necessary, including summoning before it the member or proprietor whose conduct is the subject of the complaint.

(2) On completion of its investigation, the complaints committee shall make a written report to the discipline committee recommending:

(a) that the discipline committee hear and determine the formal complaint set out in the written report; or

(b) that no further action be taken with respect to the matter under investigation.

(3) The formal complaint set out in a written report made pursuant to clause (2)(a) may relate to any matter disclosed in the complaint received pursuant to subsection (1) or the investigation conducted pursuant to subsection (1).

(4) The complaints committee shall provide, or cause the registrar to provide, a copy of a written report made pursuant to clause (2)(b) to:

(a) the council;

(b) the person, if any, who made the complaint; and

(c) the member or proprietor whose conduct is the subject of the complaint.

Complaint Committee Activities

In 2017, the Complaints Committee met in person on four occasions and conducted two teleconferences to review files.

The Committee, upon review of the file, will motion one of the following:

- close the file with no further action
- close the file and request that the member send a letter of apology to the complainant(s)
- close the file with a letter of caution to the member which is retained in the members file
- refer the file to an Alternative Dispute Resolution (ADR) Process
- refer the file to the Fitness to Practise Committee
- refer the file to a Discipline Hearing

Disposition of files during the year was as follows:

Continued an ADR process for one file which was first opened in **2014**.

Reviewed 12 files which remained open from **2016**, closing 11 files:

- 8 files closed with no further action
- 1 file closed with an apology
- no files closed with cautionary letters to the member(s)
- 2 closed upon completion of an ADR

Reviewed 33 files from **2017**, closing 22 files:

- 16 files closed with no further action
- 1 file closed with an apology
- 3 files closed with cautionary letters to the member(s), one of which was the result of an ADR which did not proceed
- 2 files closed after the completion of ADRs

Three more files were opened in 2017 after the November meeting of the Complaints Committee, for a total of 36 files (one of those files was closed by a lower level resolution).

Seven files were referred to the Discipline Committee for a Hearing in 2017.

Fourteen files remained open at the end of 2017.

Discipline Hearings

Two files referred to a Discipline Hearing in 2015 were heard in 2017. One file from 2015 remains referred to the Discipline Committee pending the outcome of a legal process.

More information regarding discipline decisions and orders can be found on the CanLII website at <https://www.canlii.org/en/sk/> with summaries in the SCOPE newsletter.

The Committee wishes to thank all members who received correspondence throughout 2017 for your cooperation in responding to the Committee.

Complaints

The disposition of the complaints files is summarized as follows:

COMPLAINTS SUMMARY	2011	2012	2013	2014	2015	2016	2017
New files	34	60	49	32	37	38	33
Closed files	34	49	45	38	32	32	33
Files referred to Discipline	6	10	7	0	2	5	7
Files referred to Alternative Dispute Resolution Process (ADR)	N/A	2	3	1	4	3	6
Files open for investigation	11	10	9	5	7	12	14

The trends in the types of complaints by allegation are summarized as follows:

TYPE OF COMPLAINT BY ALLEGATION	2011	2012	2013	2014	2015	2016	2017
Advertising	0	1	0	0	0	2	1
Alcohol/Drug Abuse	0	0	1	2	1	2	1
Communication/Unprofessional Behavior	11	12	8	24	26	30	23
Medication Errors	5	27	8	11	12	17	14
Record Keeping	0	1	1	1	4	1	5
Bylaws/Standards/Guidelines/Ethical Infractions	1	1	4	7	11	9	16
Prescription Transfers	1	1	1	2	0	0	0
Billing Irregularities/Overcharging	3	5	1	4	2	1	11
Inappropriate Product Selection	0	0	0	1	0	0	1
Unsupervised Assistant	0	0	2	4	2	0	1
Prescription Short Fills	0	1	4	4	0	2	1
Pharmacist Not on Duty	0	0	0	1	0	0	3
Dispensing Without Authority	1	1	1	2	2	2	3
Breach of Confidentiality/Privacy	3	6	11	6	7	7	3
Adverse Drug Reaction (otc)	-	-	2	0	2	0	3
Refusal to Fill	-	-	7	4	3	3	3
Patient's Right to Choose Pharmacy	-	-	5	6	2	0	1
Privacy/Pharmacy Assistant	-	-	-	4	8	0	0
Miscellaneous/Other	9	7	2	12	16	29	5
Proprietary							8
Injection							5
TOTAL	*35	*63	*58	*95	*98	*105	108

* **Type of Complaint by Allegation** total exceeds the number of actual complaint files due to more than one allegation per file in some of the complaint files



Community Pharmacy Professionals
Advancing **Safety** in Saskatchewan

COMPASS

This past year was a transition year for the Saskatchewan College of Pharmacy Professionals (SCPP) as the COMPASS (**COM**munity **Pharmacy Professionals Advancing Safety in Saskatchewan**) Continuous Quality Improvement (CQI) pilot project transitioned to a continuous quality improvement program. Strategies that had been developed as a part of the Business Case and Implementation Plan were implemented. The Continuous Quality Improvement (CQI) bylaw came into effect December 1, 2017.



Standardized Continuous Quality Improvement Tools for COMPASS

The standardized continuous quality improvement tools used for COMPASS were developed by ISMP Canada. They include:

- CPhIR (Community Pharmacy Incident Reporting) system (<http://www.cphir.ca>) for reporting medication errors and near misses (medication incidents)
- MSSA (Medication Safety Self-Assessment) tool (<http://www.ismp-canada.org/mssaf>) for identifying proactively any potential safety issues
- Continuous Quality Improvement (CQI) tool for developing the agenda for CQI meetings and developing and monitoring the pharmacy improvement plan

SCPP covered the cost of the subscription for the tools for all the pilot pharmacies. Each pharmacy was surcharged for the cost of subscribing to the ISMP resources to meet the new bylaw requirements.

Number of Participating Pharmacies

As of December 1, 2017, all community pharmacies (381) had met the bylaw requirements for participation in COMPASS.

Training

During April, May and September, four in-person Quality Improvement (QI) Coordinator training sessions were held: two in Regina and two in Saskatoon. The goal of the training was to provide information on medication safety, as well as hands-on training with the online COMPASS tools in preparation for the implementation of COMPASS in all Saskatchewan community pharmacies. Participant evaluations of this program were gathered by the Continuing Professional Development for Pharmacy Professionals (CPDPP) staff. Although the evaluations were generally positive, suggestions from the evaluations in April and May were considered to improve in-person sessions held in September. Participant evaluations gathered in September reflected that the improvements made to the training sessions were well received. An online version of the training was made available once the in-person training was complete.

Field Operations Assessment

The online version of the Professional Practice Review (PPR) form, which included a revised section for Continuous Quality Improvement, was completed in September 2017. This online version is now being used for all PPRs. One of the added benefits of the online version is that the results of the Continuous Quality Improvement section (Indicator #7) can be viewed by the pharmacy staff by logging into the CPhIR website, going to the MSSA section and viewing the pharmacy's results as compared to other Saskatchewan pharmacies.



Communication

To ensure pharmacy staff members were well informed about the implementation and requirements of the COMPASS program, two videos were produced for the College's YouTube channel. The first video served as an introduction, advising of upcoming events and when further information would be provided. The second video provided the implementation requirements. Links to these videos are here: [Official COMPASS Launch One Month Away, Key Takeaway Points from COMPASS Program Launch](#).

To facilitate communication between SCPP and the COMPASS pharmacies, the [directions] newsletter was developed in 2015. The newsletter is intended to provide pharmacies with information about implementing the COMPASS tools, upcoming deadlines, relevant safety information, other initiatives (example, PIP-QIP), and any "good catches." A regular schedule for distribution has been developed for 2018 and beyond.

Pharmacy Safety Resources

To assist pharmacy staff with implementing the COMPASS program, a number of online resources were added to the College website (www.saskpharm.ca). The primary resource posted was the COMPASS Pharmacy Manual. The original manual that was created during the first pilot phase has been updated to reflect the current requirements of the program.

Other resources added to the COMPASS tab on the website include:

- a brochure for patients that pharmacy staff can use when explaining the COMPASS program
- FAQ sheets for both patients and pharmacy staff
- information and a video regarding the "5 Questions You Should Ask About Your Medication" (developed by ISMP Canada)

Program Launch

A media event at a Regina pharmacy on November 2, 2017, launched the COMPASS program in Saskatchewan. President Justin Kosar emceed the event and speakers included Spiro Kolitsas, pharmacy owner and COMPASS pilot participant; Jeannette Sandiford, COMPASS Program Lead; and Melissa Sheldrick, patient advocate from Ontario. Melissa's eight-year-old son, Andrew Sheldrick, passed away in early 2016 as a result of a medication error. CTV News, Global News, CBC and CBC-French attended.

Separate media interviews occurred in conjunction with the main media event: Sheila Coles, CBC Radio; CTV Morning Show; and John Gormley, NewsTalk Radio.

Online advertisements, designed to increase public awareness of the COMPASS program, ran in tandem on SaskMom, BuzzFeed and Facebook. These ads had an encouraging number of hits, unique visits and clicks that were together determined to be an effective means of both increasing awareness of the program to the public, and driving traffic to the College website to a new COMPASS section under the For the Public tab.

Statistics

Statistics for incident reporting in the CPhIR system from September 2013 (Phase I) until the end of December 2017:

Total # of Incidents Reported = 10,321

Total # of pharmacies that have entered at least one incident: 240

The top five types of incidents:

- Incorrect dose/frequency: 2,571
- Incorrect quantity: 1,853
- Incorrect drug: 1,572
- Incorrect strength/concentration: 871
- Incorrect prescriber: 737

Outcomes of reported incidents are as follows:

- NO ERROR: 7,765
- NO HARM: 2,401
- HARM: 155

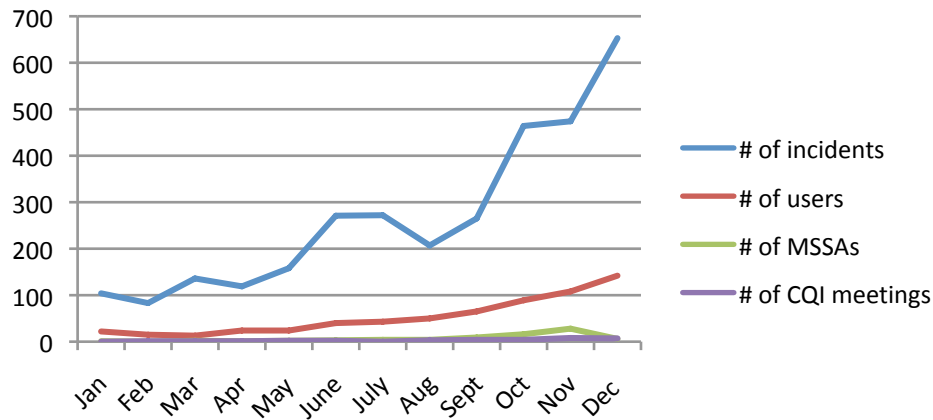
The total number of pharmacies that have started or completed their MSSA was 148. As well, the total number of CQI meetings held was 121.

COMPASS Statistics

Number of incidents, users and COMPASS activities for 2017

Month	Incidents reported	Users	MSSAs (started or completed)	CQI Meetings
January	104	22	1	0
February	83	15	0	1
March	136	13	2	1
April	119	24	1	1
May	158	24	2	2
June	271	40	3	2
July	272	43	4	0
August	207	50	4	3
September	265	65	9	4
October	464	89	16	4
November	474	108	28	8
December	653	142	6	7

COMPASS Activities – 2017



The above charts show the number of pharmacies submitting incidents, and subsequently the number of incidents reported, have increased. As more pharmacies joined COMPASS over 2017, the number of Medication Safety Self-Assessments (MSSA) started or completed and the number of Continuous Quality Improvement (CQI) meetings held have also increased.

With all Saskatchewan community pharmacies participating in the COMPASS program as of December 1, 2017, the reporting of incidents will increase and trends that can assist with learning will become more apparent.

Next Steps

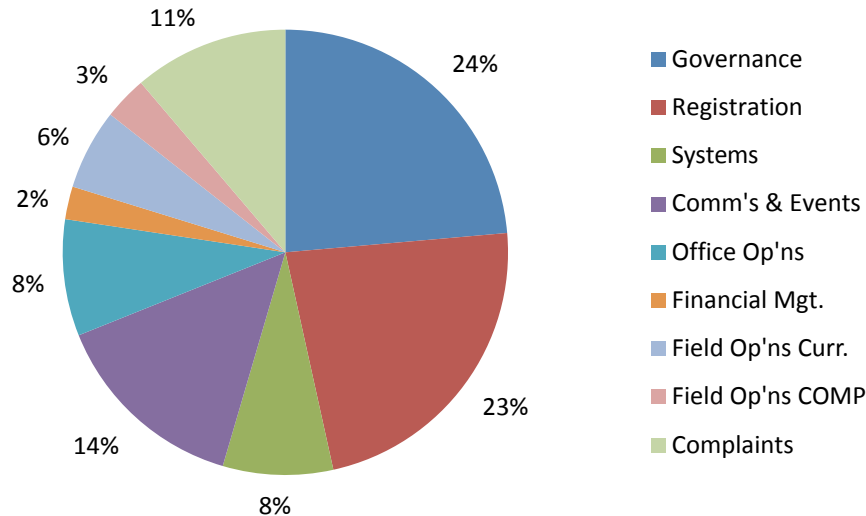
A monitoring process will need to be developed to monitor the effectiveness of the program and identify areas for improvement. To achieve this, a COMPASS Committee will be formed comprised primarily of Quality Improvement (QI) Coordinators.

To monitor the implementation of the tools, virtual visits will be completed by the Assistant Registrars starting in July 2018. The process and forms still need to be developed for use during the virtual visits. It is anticipated that each pharmacy will be “visited” within an 18-month time frame: July 2018 to December 2019. Other tools for assessment will be used, such as the Medication Safety Cultural Indicator Matrix (medSCIM) tool. The medSCIM tool measures the completeness of the reporting of medication incidents and the maturity of the safety culture within a pharmacy.

To measure the baseline Safety Culture within all Saskatchewan pharmacies, a Safety Attitudes Questionnaire (SAQ) will be administered and overseen by ISMP Canada. Pharmacists and pharmacy technicians will be asked to participate. Results will be compared to future results of the survey to identify advancement of the safety culture.

Other Activities of the Registrar's Office

- Developed operational plans for the two priority goals under our new 2016-19 strategic plan. This included a performance management and development system for Council and staff. As a first step we defined staff responsibilities within functional units and estimated the amount of time devoted to each. The results for 2016 and carried forward to 2017 were:



Each unit is developing objectives to meet these two priorities that will be measured over time to demonstrate how much administration is focused on Council's priorities.

- Published four regular editions of SCOPE, our e-newsletter, plus a special edition announcing the appointment of Jeana Wendel as Registrar
- Completed updating the documents in our Reference Manual
- Planned our 106th Annual General Meeting at the TCU Place in Saskatoon in conjunction with the PAS Conference
- Continued collaboration with the College of Pharmacy and Nutrition to facilitate professional development activities for members, in particular the design and delivery of our privacy officer re-certification, minor ailments, oral contraception and smoking cessation agent prescriptive authority for pharmacists and administration of drugs by injection training sessions
- Continued electronic data collection and submission to the Canadian Institute for Health Information (CIHI) "Pharmacist Database Project"
- Continued to electronically submit member and pharmacy data to the Provider Registry System of Saskatchewan Ministry of Health
- Continued the development of our in1touch information collection and data processing system for our pharmacy professional practice review process
- Implemented a new logo and visual identity that included improvements to our website
- Actively involved in the PIP CeRx Integration Advisory Committee and the PIP Quality Improvement Project. We continued the engagement of Perry Hermanson in a term position as PIP Data Quality Facilitator. Co-located with the eHealth Saskatchewan PIP Team, to work with pharmacy managers and staff and other critical partners to achieve meaningful improvements in the quality of the data in the PIP system. His work and PIP data improvement trends were published in our newsletter

- Continue to participate in collaborative initiatives like the Network of Interprofessional Regulatory Organizations (NIRO), joint Board/Council meetings with the Pharmacy Association of Saskatchewan (PAS), Canadian Society of Hospital Pharmacists (CSHP) Sask Branch and the Prescription Review Program. NIRO consists of representatives from the governing bodies for all health professions and Saskatchewan Health and meets twice per year to share information and discuss issues of mutual interest
- Collaborated with the Prescription Review Program administration by corresponding with members when the program criteria indicated that a letter be sent to members requesting an explanation
- Continued to chair and support the Pharmacy Coalition on Primary Care
- As a founding and funding partner in the Saskatchewan Institute of Health Leadership, continued liaison and sponsorship of one candidate
- The Registrar is a member of the Council of Pharmacy Registrars of Canada (CPRC), which was an advisory committee to the Board of Directors of the National Association of Pharmacy Regulatory Authorities (NAPRA). Under a new governance structure, the Registrars became the directors of NAPRA. This involved serving on a governance advisory committee and attending four meetings during the year
- Staff members continue our strong relationship and liaison with the College of Pharmacy and Nutrition (pharmacists), and Saskatchewan Polytechnic (pharmacy technicians). We continued to teach law and ethics, and conducted guest lectures on a variety of professional issues. This liaison also includes serving on the Advisory Board of medSask Drug Information Service and the Continuing Professional Development for Pharmacy Professionals Unit
- Policy development and issues management required considerable staff involvement in research, coordinating and drafting documents
- Continued to liaise with the funding partners of the Prescription Review Program
- Provided administrative support to Council and the Audit and Finance Committees
- Finalized a joint statement with the Saskatchewan Dietitians Association and Dietitians Canada on interprofessional collaboration
- Contributed to a provincial working group developing protocols for medical assistance in dying in the province



Conclusion

On behalf of all staff, I extend our sincere appreciation to President Kosar and members of Council and all committees and appointees for your vision, leadership, loyalty and dedication. We acknowledge and sincerely appreciate the sacrifices you have made to serve the College. You have contributed significantly to our successes this year. We are privileged to work with such competent and dedicated volunteers.

Sincere thanks are also extended to Dawn Martin and staff of PAS for their cooperation on issues of mutual interest, and to S CPP staff who worked so hard for us during the year (Audrey Solie, Brittany Sharkey, Cheryl Wyatt, Christina MacPherson, Darlene King, Denise Carr, Heather Neirinck, Jeanne Eriksen, Jeannette Sandiford, Kristjana Gudmundson, Lori Postnikoff, Pat Guillemin, Perry Hermanson and Tami Schwebius) for your dedication and excellent support. The College is fortunate to have such gifted staff.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. J. Joubert', written in a cursive style.

R. J. Joubert, Registrar-Treasurer 2017
Associate Registrar 2018

Appendix A

Membership Statistics									
As of December 31		2010	2011	2012	2013	2014	2015	2016	2017
PHARMACIST									
Practising									
	Community:	987	995	996	1016	1049	1097	1128	1154
	Hospital:	217	230	250	258	254	264	274	286
	Other:	151	145	168	175	204	201	217	217
	Conditional:	3	3	2	5	3	6	10	6
Total Practising		1358	1373	1416	1454	1510	1568	1629	1663
Non Practising		56	50	43	45	42	43	46	51
Retired		76	90	93	97	99	104	102	106
Associate		69	60	55	51	48	47	44	41
PHARMACY TECHNICIAN*									
Practising									
	Community:						3	24	55
	Hospital:						3	45	117
	Other:						0	13	23
	Conditional:						0	0	0
Total Practising							6	82	195
Non Practising								0	2
Retired								0	0
Associate								0	0
TOTAL MEMBERS:		1559	1573	1607	1641	1699	1762	1903	2058
PHARMACIES									
	Community:	330	328	330†	337	343	346	351	365
	Satellite:	8	8	8	8	8	8	9	10
	Dispensing Physician:	7	7	7	7	7	7	7	6
	Internet:	0	0	0	0	0	0	0	0
TOTAL PHARMACIES:		345	343	345†	352	358	361	367	381

* Regulation of pharmacy technicians did not begin until October 2015

† Adjusted 2012 statistics according to renewal

Pharmacy Changes During 2017

- 16 Openings
- 2 Closures
- 65 Manager Changes
- 26 Pharmacy Ownership Changes
- 6 Corporate Share Purchases
- 16 Trade Name Changes
- 5 Relocations
- 15 Renovations
- 4 Lock and Leave Permits Issued
- 29 Lock and Leave Amendments

Prescriptive Authority – % of Licensed Pharmacists

- 80% Qualified to Prescribe Emergency Post-Coital Contraception
- 100% Prescriptive Authority Level I Trained
- 97% Prescriptive Authority Minor Ailments Trained

Registration and Membership Statistics 2017

- 127 International Pharmacy Graduates (IPG's) made 375+ inquiries
- 20 approved for Appraisal Training
- 19 engaged in Appraisal Training
- 8 completed Appraisal Training/Assessment process

PHARMACIST

Total Registration: 130

Saskatchewan BSP Graduates: 83

- 69 Registered as Conditional Practising
- 14 Registered as Practising

Candidates from Other Jurisdictions: 38

- 31 Candidates from other Canadian Provinces

7 International Pharmacy Graduates

Reinstatements: 9

Total Terminations: 89

- 39 Non Payment of Dues
- 50 By Request

Members Deceased: 2

Converted to Retired Membership: 18

PHARMACY TECHNICIAN

Total Registration: 128

Saskatchewan Polytechnic Graduates: 12

Non-CCAPP Graduates: 79

CCAPP Graduates: 32

Candidates from Other Jurisdictions: 5

Reinstatements: 0

Total Terminations: 13

Appendix B

Financial: For the Fiscal Year Ended December 31, 2017				
	Actual	Budget	Variance	Comments
REVENUE				
<i>Fees and Licences (Schedule 1)</i>				
Practising members	1,720,309	1,664,936	55,373	Increased number
Non-Practising members	60,818	53,550	7,268	Increased number
Registration	86,305	80,775	5,530	Increased number
Pharmacy permit amendments	10,540	9,450	1,090	
Pharmacy permits	562,704	515,748	46,956	Increased number
COMPASS Surcharge	14,875	180,402	(165,527)	To be reconciled. See note below*
Other fees	77,165	37,990	39,175	Activities from pharmacy changes
Sub-total	2,532,716	2,542,851	(10,135)	
<i>Sundry (Schedule 2)</i>				
Expense recoveries	3,880	3,893	(13)	
Other	13,649	141,937	(128,288)	Budget includes \$125,000 capture from reserves
Recovery of discipline costs	68,995	-	68,995	Policy is to not budget
Sub-total	86,524	145,830	(59,306)	
Investment Income	37,588	102,134	(64,546)	Low rates, Cash used in capital expenditures
Total	2,656,828	2,790,815	(133,987)	
EXPENSES				
<i>Administration (Schedule 3)</i>				
Accounting	19,023	17,640	1,383	
Automobile (lease, operating)	17,903	15,766	2,137	
Building operations	113,939	25,931	88,008	Includes office condo renovations
Employee benefits	133,930	155,230	(21,300)	Includes Councillor, committee CPP
Equipment rental/maint./software	86,893	82,699	4,194	
General office	208,404	312,289	(103,885)	Budgeted leasehold improvements converted to capital assets
Postage	15,675	10,071	5,604	Increased rates
Printing and stationery	28,011	9,709	18,302	New logo and visual identity
Registrar and inspector	112,599	106,405	6,194	
Salaries	1,177,207	1,183,185	(5,978)	
Telephone and fax	22,848	18,103	4,745	New system
Sub-total	1,936,432	1,937,028	(596)	
Amortization	-	-	-	Transferred from operating to capital budget
Continuing education	101,443	110,744	(9,301)	Grant not expended
Council	108,535	62,803	45,732	Registrar recruitment costs plus one extra meeting
Delegates	6,671	13,685	(7,014)	Reduced travel
Interest	-	-	-	
Legal and audit	90,660	141,324	(50,664)	Lower corporate needs
Miscellaneous	4,295	8,719	(4,424)	
Other committees	83,254	79,667	3,587	
Public and professional relations	179,170	311,572	(132,402)	One full year PIP Data Quality Facilitator
COMPASS	-	202,274	(202,274)	To be reconciled. See note below*
Total	2,510,460	2,867,816	(357,356)	
Excess of revenues over expenses	146,368	(77,001)	223,369	

* NOTE: COMPASS surcharge is accounted as collected in advance while ISMP subscriptions as prepaid expenses, both as of December 1.

2017-2018 SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS COUNCIL, COMMITTEES, APPOINTEES AND ADMINISTRATION

LEGEND

*Chairman
A = Advisory (Non-Voting)
O = Officers
P = Public Member

COUNCIL/EXECUTIVE

Justin Kosar* (O)
Leah Perrault (O) (June to Dec)
Marilyn Younghans (O) (Dec to June)
William (Bill) Gerla
Stephanie Miller
Kyla Jackson
Margaret Wheaton
Paul Melnyk
Peyman Nemati
Doug MacNeill
Kishor Wasan, Ex-Officio
Yvonne Shevchuk, Dean's Designate
Bonnie Caven (P)
Mark Hawkins (P)
Michael Lummerding (P)
George Thomas (P)
Lyndsay Brakstad (A)
Jonina Code (A)
Jordan Kalesnikoff (A)

COMMITTEES

Audit

Bill Gerla*
Justin Kosar
Leah Perrault
Julia Bareham
Bill Paterson
Ray Joubert (A)

Awards and Honours

Monica Lawrence*
Zack Dumont
Shauna Gerwing
Arlene Kuntz
Bridget Zacharias
Jeanne Eriksen (A)

Complaints

George Furneaux*
Kim Borschowa
Stan Chow
Lori Friesen
Michael Hewitt
Darryl Leshko
Janet Markowski
Barbara deHaan (P)
Lori Postnikoff (A)

Discipline

Mike Davis*
Janet Bradshaw (Jan to June)
Brad Cooper
Dean German
Christine Hrudka
Michael Lummerding
Peyman Nemati (Jan to June)
Marshall Salloum
Tyler Sutter
Ray Joubert (A)

Fitness to Practise

Melanie McLeod*
Bev Brooks
Shannan Neubauer
Robin Sanders
Kelly Vinge
Jeanne Eriksen (A)
Lori Postnikoff (A)

Pharmacy Coalition on Primary Care

Myla Wollbaum*
Ray Joubert*
Kim Borschowa
Derek Jorgenson
Darcy Lamb
Shannan Neubauer
Brenda Schuster
Yvonne Shevchuk

Professional Practice

Kelly Babcock
Karen Jensen
Deven Johnson
Don Kuntz
Tamara Lange
Sue Mack-Klinger
Lindsey McComas
Bindu George
Myla Wollbaum
Jeanne Eriksen (A)
Brittany Sharkey (A)

Registration and Licensing Policies

Glenn Murray*
Kim Borschowa
Danielle Larocque
Andrea Lockwood
Sharon Lyons
Carol Pannell
Maitrik Patel
Jeanne Eriksen (A)

APPOINTEES

Canadian Council on Continuing Education in Pharmacy (CCCEP)

Danielle Larocque

Council of Pharmacy Registrars of Canada (CPRC)

Ray Joubert

National Association of Pharmacy Regulatory Authorities (NAPRA)

Barry Lyons (to Oct 2017)
Ray Joubert (as of Nov 2017)

Pharmacy Examining Board of Canada (PEBC)

Karen McDermaid

University of Saskatchewan Senate

Christine Hrudka

University of Regina Senate

Bill Paterson

STAFF

Senior Leadership Team

Ray Joubert, Registrar
Jeanne Eriksen, Deputy Registrar
Lori Postnikoff, Assistant Registrar – Field Operations and Complaints Director
Jeannette Sandiford, Assistant Registrar – Field Operations and COMPASS Lead
Brittany Sharkey, Professional Affairs Administrator

Special Project (contract)

Kristjana Gudmundson, Primary Health Care Coordinator
Perry Hermanson, PIP Data Quality Facilitator

Administrative Staff

Denise Carr, Administrative Assistant to the Registrar
Pat Guillemin, Pharmacy Permits and Systems Manager
Darlene King, Reception and Office Operations Coordinator
Christina McPherson, Administrative Assistant to the Deputy Registrar
Heather Neirinck, Registration and Systems Administrator
Tami Schwebius, Complaints Manager
Audrey Solie, Registration Administrator
Cheryl Wyatt, Communications Coordinator



MINUTES OF THE 106TH ANNUAL GENERAL MEETING

Saturday, May 6, 2017

TCU Place, Saskatoon

Chairman – Bill Gerla

1. Welcome and Opening Remarks

Chairman Gerla called the meeting to order and welcomed those members present to the 106th Annual General meeting of the Saskatchewan College of Pharmacy Professionals.

He then announced that during the SCPP Awards Banquet, which was held the previous evening, Ray Joubert was recognized and thanked for his 40 years with the College. He also regretfully announced that Council had accepted Mr. Joubert's resignation which will take effect December 31, 2017, and that Council has hired an executive search firm, to help find his replacement.

2. Introduction of Councillors and Special Guests

Chairman Gerla of Humboldt introduced the Council members:

Officers: President-Elect, Justin Kosar, Saskatoon; Vice-President, Leah Perrault, Swift Current; Past-President, Spiro Kolitsas, Regina

Councillors: Shannon Klotz, Estevan; Kyla Jackson, Hudson Bay; Geoff Barton, Meadow Lake; Paul Melnyk, Saskatoon; Chet Mack, Regina; Marilyn Youngmans, Lloydminster

Ex-Officio: Dean Kishor Wasan, Saskatoon

Dean's Designate: Dr. Yvonne Shevchuk

Public Members: Mark Hawkins, Regina; Michael Lummerding, St. Brieux; George Thomas, Regina

Pharmacy Technician Observers: Lyndsay Brakstad, Tisdale; Jonina Code, Foam Lake

Student Observer: Steven Kary, Saskatoon

Chairman Gerla extended a special thank you to Pamela Anderson, Geoff Barton, Shannon Klotz, Spiro Kolitsas and Chet Mack for their years of commitment and dedication to the College, as they retire from Council. Chairman Gerla also thanked Steven Kary, Senior Stick, who represented the students over the past year. Jordan Kalesnikoff will be the new senior stick for the upcoming year.

This year SCPP held elections in Divisions 1, 3, 5 and 7. In Divisions 1 and 3 we did not receive any nominations. In Division 5, Peyman Nemati and in Division 7, Doug MacNeill were elected by acclamation. A volunteer notice was sent out to members of Division 1 and 3 and Council has appointed Stephanie Miller for Division 1 and Margaret Wheaton for Division 3.

Special guests welcomed and introduced to the assembly were Danielle Larocque as SCPP appointee to the Canadian Council on Continuing Education in Pharmacy, Barry Lyons as SCPP appointee to the National Association of Pharmacy Regulatory Authorities and Karen McDermaid as SCPP appointee and currently serving as President to the Pharmacy Examining Board of Canada.

3. Motion to Accept 2016 Minutes as Printed and Distributed

MOTION: K. Borschowa / T. Lange

THAT the Minutes of the 105th Annual General Meeting of Saskatchewan College of Pharmacy Professionals, held on Saturday, April 30, 2016 in Elkridge Resort, Waskesiu, be adopted as printed and distributed.

CARRIED

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Memorial to Members who we have lost this year

Chairman Gerla asked the assembly to rise for a moment of silent tribute to the following deceased members:

Stan Audette Sr.	Norman Jansen
Victor Bartle	Iris Johnston
Sarah Boardman	Gary Mainprize
Dugald (Dug) Cameron	Herbert Martin
Norma Cornwell	Betty Riddell
Nancy Harman	Wendy Spiers
Lawrence (Bud) Haverstock	Orville Wagner
Stanley Holding	Helen Whitmore
Colleen Howard	

6. Reports

6.1 President's Annual Report

President-Elect Justin Kosar assumed the chair, introduced President Gerla and invited him to present the Annual Report.

President Gerla referred members to his published report beginning on page 5 of the printed Annual Report, which summarizes the activities of the College and demonstrates how we monitor and evaluate performance according to the strategic goals.

President-Elect Kosar invited questions from the floor arising from the President's report. There were no questions.

MOTION: S. Kolitsas / Y. Shevchuk

THAT the President's report be accepted as presented.

CARRIED

Chairman Gerla resumed the Chair.

6.2 Registrar's Report

Chairman Gerla invited the Registrar, Ray Joubert, to present his report. Mr. Joubert referred to his printed report beginning on page 9 of the Annual Report, which includes statistical information and projections.

Mr. Joubert invited questions from the floor arising from his published report. There were no questions.

MOTION: J. Bradshaw / B. Lyons

THAT the Registrar's report be accepted as presented and published.

CARRIED

6.3 Auditor's Report

Chairman Gerla invited Ray Joubert to present the Auditor's report and answer questions respecting the published Audited Financial Statements for the fiscal year ended December 31, 2016. He directed those assembled to the Auditor's report and audited financial statements for 2016 published in the Annual Report beginning on page 43.

MOTION: S. Kolitsas / L. Perrault

THAT the audited Financial Statement of the College for fiscal period ended December 31, 2016, be approved as printed and distributed.

CARRIED

6.4 Consideration of Annual Report as Printed and Distributed

Chairman Gerla called for questions or comments on the Annual Report. There were no questions.

MOTION: A. Kuntz / S. Kolitsas

THAT the balance of the Annual Report be approved as printed and distributed.

CARRIED

6.5 College of Pharmacy and Nutrition Report

Dean Kishor Wasan began by congratulation Ray Joubert on his retirement. He then highlighted his report as printed in the Annual Report on page 38.

7 New Business

Chairman Gerla called for any other new business. There was no new business.

8 Concluding Remarks

Chairman Gerla thanked those present for attending and thanked members of all committees for their work.

9 Adjournment

Chairman Gerla declared the Annual General Meeting adjourned.

B. Gerla, President

R. J. (Ray) Joubert, Registrar



COLLEGE OF PHARMACY AND NUTRITION

Proud of Our Tradition and Home of Research and Practice Innovation
2017 Annual Report to the Saskatchewan College of Pharmacy Professionals

University News

Welcome to **Dr. Tony Vannelli** who joined the University of Saskatchewan (U of S) as provost and vice-president academic on August 1, 2017 for a five-year term. In this role, Dr. Vannelli is the senior academic, planning and budget officer at the U of S, and is responsible for developing an academic agenda that is connected to the financial decisions of the university and best supports the student experience in all colleges and schools.

College News

Welcome to our first Doctor of Pharmacy Class

The college's new PharmD program began in late August with a week-long orientation for the new students. This new entry-to-practice degree will replace the existing BSP, which will graduate its final class in 2020, as the first professional degree required to practice as a licensed pharmacist.

Apotex Donation

The University of Saskatchewan and Apotex Inc. have renewed their partnership with a \$1.6 million donation by the company to the College of Pharmacy and Nutrition. The gift, which is the largest donation in the college's history, will be received over eight years and support college initiatives and activities.

The partnership between the college and Apotex extends back to the relationship built between former **Dean Dennis Gorecki** and former Apotex **President Jack Kay**. During his time as dean, support from Apotex helped Dr. Gorecki establish important initiatives in the college. The most notable of these initiatives is the Apotex Pharmacy Professional Practice Centre, where students work in real-life pharmacy settings to learn to counsel patients and work as a team.

Pharmacy Accreditation

The Bachelor of Science in Pharmacy (BSP) program has been awarded accreditation and the new Doctor of Pharmacy (PharmD) program has been awarded provisional accreditation, both for the four year term 2017-2021 by the Canadian Council for Accreditation of Pharmacy Program. The nearly year-long accreditation process was led by **Drs. Yvonne Shevchuk** and **Roy Dobson**, with the site visit taking place in October 2016.

Academic Program

Eighty-eight students received the BSP at Spring 2017 Convocation, and 25 students the BSc (Nutrition) degree. Applications to the pharmacy program this year totaled 182. Enrolment in Year 1 of the PharmD is 77. Enrolment in the BSP is 256, with 87 in Year 2, 86 in Year 3 and 83 in Year 4. Enrolment in the Nutrition program is 102, with 27 students in Year 1, 28 in Year 2, 24 in Year 3 and 23 in Year 4.

Faculty and Staff News

Awards & Recognition

- **Drs. Robert Lapraire, Amy Smith-Morris, and Holly Mansell** were named winners of the 2017 CBC Saskatchewan Future 40.
- **Dr. Carol Henry** received the George Ivany Award for Internationalization at the fall convocation ceremony on Saturday, October 28.
- **Dr. Jonathan Dimmock** received a 2017 University of Saskatchewan Retirees Association Continuing Contribution Award.
- **Sandy Knowles** was the first recipient of the College of Pharmacy and Nutrition Dean's Staff Award for Commitment and Excellence.
- **Dr. Gordon Zello** received a University of Saskatchewan Long Service Award.
- **Dr. Phyllis Paterson** received the 2017 Provost's College Award for Outstanding Teaching.
- **Dr. Jason Perepelkin** received the 2017 Provost's Award for Outstanding Innovation in Learning.
- **Dr. Yvonne Shevchuk** and her colleagues received the 2017 Provost's Prize in Collaborative Teaching and Learning.

Appointments

- **Dr. Roy Dobson** promoted to full professor
- **Dr. Derek Jorgenson** promoted to full professor
- **Dr. Charity Evans** promoted with tenure to associate professor
- **Dr. Thomas Rotter** promoted to associate professor
- **Dr. Ellen Wasan** renewed as an assistant professor

In Memorium: Dr. Adil J. Nazarali

In May we honoured the memory of Dr. Adil J. Nazarali, who passed away on April 27, 2017. Adil was a Professor in Laboratory of Molecular Cell Biology, and joined the College of Pharmacy and Nutrition in July 1995. He was recently designated as a Fellow of the Royal Pharmaceutical Society of Great Britain and was only one of three Royal Pharmaceutical Society Fellows in Canada. Adil's passing is not only a huge loss to his family, but also the University of Saskatchewan community.

Graduate Studies and Research

Academic Program

The College of Pharmacy and Nutrition continues to have strong graduate programs, with 29 PhD students and 40 Master's students registered in fall 2017. Many of our students have been recognized for their academic and research excellence, receiving scholarships, poster prizes and other prestigious awards from College, University, and national sources over the past year.

GSK-CIHR Research Chair in Drug Discovery and Development

Welcome to **Dr. Robert Laprairie** as a tenure track assistant professor with a five-year term as GSK-CIHR Research Chair in Drug Discovery and Development. The chair is made possible through an endowment funded by GlaxoSmithKline, through its Pathfinders Fund for Leaders in Canadian Health Science Research and by the Canadian Institutes of Health Research, the Government of Saskatchewan, SaskTel, the University of Saskatchewan, and the College of Pharmacy and Nutrition.

Notable Grants

- **Dr. Kate Dadachova** received \$341,000 US in funding from Defense Threat Reduction Agency for the project Investigation of Radiation Resistance Mechanisms in Melanized Fungi.
- **Dr. Jim Fang** was awarded a \$196,000 grant from the Agriculture Development Fund for the project Longer-Term Effects of Saskatoon Berries in Elderly – a Placebo Controlled Study.
- **Dr. Meena Sakharkar** was awarded a \$121,000 grant from the Agriculture Development Fund and SaskMilk for the project Treatment of Mastitis Infections in Dairy Cattle.
- From grants submitted while tenured at Albert Einstein College of Medicine, **Dr. Kate Dadachova** recently received funding from the Defense Threat Reduction Agency totalling \$1,050,000 US for the project entitled Melanized fungi as discriminators for nuclear fallout radionuclides. She also recently received \$80,000 US from the Wendy Walk Foundation for the project entitled IGF2R-Targeted Therapy for Osteosarcoma Using Radioimmunotherapy, with co-PI David Geller from Albert Einstein College of Medicine.
- **Dr. Adil Nazarali** was awarded \$287,500 from the Saskatchewan Flax Development Commission for the five-year project *Are components of Flax neuroprotective against myelin degeneration? Impact of dietary ALA in an animal model of multiple sclerosis.*
- **Dr. Hassan Vatanparast**, and co-investigator **Dr. Susan Whiting** were awarded \$91,000 in CIHR funding for the one-year project Calcium and vitamin D intakes of Canadians: vulnerable groups and call to action for improving bone health in the recent Canadian Community Health Survey – Nutrition Analysis competition.
- **Dr. Robert Laprairie** was awarded a CIHR operating grant totaling \$187,500 over five years for Novel Type 1 Cannabinoid Receptor Allosteric Modulators through the Chair: GlaxoSmithKline Partnered program.
- **Dr. Hassan Vatanparast** received \$129,126 from General Mills Inc. for the project Establishing a Recommendation on Criteria for the Nutrient and Food Composition of a Healthy Breakfast for European and North American Children and Adults - Canadian Research Component.
- **Dr. Susan Whiting** and colleagues were awarded a \$100,000 grant from Grand Challenges Canada for the project Using Egg Shell Calcium to Mitigate Fluorosis in Ethiopia.
- **Dr. Kate Dadachova** received a Saskatchewan Health Research Foundation (SHRF) Establishment grant in the amount of \$120,000 over three years for her study titled "Development of Novel Radiopharmaceuticals to Combat Systemic Fungal Infections."
- **Dr. Meena Sakharkar** was awarded a three-year \$120,000 SHRF Establishment grant for the project "Developing Combination Therapy to Treat Androgen-Insensitive Prostate Cancer."

Service Activities

Continuing Professional Development for Pharmacy Professionals

With the addition of new minor ailments/self-care conditions that pharmacists can prescribe for, CPDPP, in collaboration with medSask, has developed a number of new training programs to help support pharmacists in these new roles. This included a comprehensive live session on women's health that was very well attended in both Regina and Saskatoon. CPDPP was also instrumental in helping with the organization and delivery of a two-day interdisciplinary conference on Current Options for Managing Pain & Addictions (October 2017).

medSask, Your Medication Information Service

Between April 1, 2016 and March 31, 2017, medSask received a total of 8173 queries, 3356 from healthcare professionals and 4817 from consumers, an increase of 280 queries (3.5 per cent) compared to the previous year's total.

Medication Assessment Centre

This year the MAC has been integrated as a mandatory aspect of the experiential learning curriculum in the College, starting with the first year class (second, third and fourth years continue to participate on a voluntary basis). In addition, the MAC has begun offering nutritional consults (led by graduate students who are registered dietitians) for its patients.

Communications, Alumni Relations, And Development

Communications

News and information from the College is posted to our website and social media on a regular basis, and you can stay connected to us with the following links.

Website: pharmacy-nutrition.usask.ca

Facebook: www.facebook.com/usaskPharmNut

Twitter: www.twitter.com/usaskPharmNut

Instagram: www.instagram.com/usaskPharmNut

The College releases its **Dean's Newsletter** every two months, which summarizes all of our news and events. The newsletter is posted to our website and social media, and emailed to our alumni. If you haven't received the newsletter in 2017, please contact **Kieran Kobitz**, Communications and Alumni Relations Specialist, at kieran.kobitz@usask.ca to update your email address and other contact information.

Alumni Events

The college held alumni events throughout 2017, including Sask Night at the Canadian Pharmacists Association Conference in Quebec City, the dessert and hospitality suite at the Pharmacy Association of Saskatchewan Conference in Saskatoon, and an alumni and friends mixer during the Canadian Society of Hospital Pharmacists Conference in Toronto, and an after work social at the Delta Bessborough in Saskatoon.

Dates and locations for our upcoming alumni events in 2018 will be announced in our newsletter, on our website, and on social media.

Development

Victor Bartle (BSP 1963) bequeathed \$250,000 to the college in his estate. According to his will, Bartle's gift is to be used at the discretion of the Dean of the College of Pharmacy and Nutrition. The gift will be reserved for future pharmacy practice and research activities in the college.

Colleen Howard (BSP 1972) bequeathed approximately \$195,000 from her estate to college for continuing education and to establish the Colleen Howard Humanitarian Bursary. The Colleen Howard Bursary Fund has been established with \$130,000 from Howard's donation to the college. The remaining \$65,000 of Howard's donation will be directed towards the College of Pharmacy and Nutrition Continuing Education Fund. The funds will be used for education opportunities that related to advancing the vision and mission of the college.

Betty Corrine Riddell (BSP 1949) bequeathed \$75,000 from her estate to the college to establish an award for graduate studies in clinical pharmacy. The award is part of a series of gifts left to the University of Saskatchewan by Betty and her late husband, W. Murray Riddell.

Concluding Remarks

Our faculty, staff, and students were all very busy in 2017, and 2018 promises to be just as busy and exciting. We've reconnected with alumni, the new PharmD program launched, and our faculty and students have been recognized on the national and international level for their hard work. I look forward to continuing work in 2018 as the College grows and the pharmacy profession evolves.

This report is respectfully submitted,

Kishor M. Wasan,
Professor and Dean



FINANCIAL STATEMENTS DECEMBER 31, 2017





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Independent Auditor's Report

To the Members of
Saskatchewan College of Pharmacy Professionals

We have audited the accompanying financial statements of Saskatchewan College of Pharmacy Professionals, which comprise the statement of financial position as at December 31, 2017, and the statements of operations and changes in fund balances and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Saskatchewan College of Pharmacy Professionals as at December 31, 2017, and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountants
Licensed Professional Accountants

May 11, 2018
Regina, Saskatchewan

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS**Statement of Financial Position**

As at December 31, 2017

	2017			2016 Total
	Operating Fund	Capital and Intangible Asset Fund	Total	
CURRENT ASSETS				
Cash	\$ 191,754	\$ -	\$ 191,754	\$ 93,088
Marketable securities (Note 3)	2,469,959	11,337	2,481,296	2,687,589
Accounts receivable	87,889	-	87,889	41,472
Due from the SCP Centennial Scholarship Fund Inc. (Note 10)	6,609	-	6,609	6,609
Government remittances receivable	2,375	-	2,375	-
Prepaid expenses	143,833	-	143,833	35,606
	2,902,419	11,337	2,913,756	2,864,364
CAPITAL AND INTANGIBLE ASSETS (Note 4)	-	556,001	556,001	155,763
	\$ 2,902,419	\$ 567,338	\$ 3,469,757	\$ 3,020,127
CURRENT LIABILITIES				
Accounts payable (Note 5)	\$ 90,724	\$ -	\$ 90,724	\$ 72,324
Government remittances payable	-	-	-	22,415
Fees and licences collected in advance	1,594,774	-	1,594,774	1,345,906
Current portion of obligations under capital leases (Note 6)	-	36,642	36,642	2,518
	1,685,498	36,642	1,722,140	1,443,163
OBLIGATIONS UNDER CAPITAL LEASES (Note 6)	-	65,363	65,363	-
	1,685,498	102,005	1,787,503	1,443,163
FUND BALANCES				
Invested in capital and intangible assets	-	453,996	453,996	153,245
Externally restricted for building development	-	11,337	11,337	108,164
Unrestricted	1,216,921	-	1,216,921	1,315,555
	1,216,921	465,333	1,682,254	1,576,964
	\$ 2,902,419	\$ 567,338	\$ 3,469,757	\$ 3,020,127

Commitments (Note 9)

See accompanying notes

Approved by Council

.....
Councillor.....
Councillor

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS
Statement of Operations and Changes in Fund Balances

Year ended December 31, 2017

	Operating Fund 2017	Operating Fund 2016	Capital and Intangible Asset Fund 2017	Capital and Intangible Asset Fund 2016	Total 2017	Total 2016
REVENUES						
Fees and licences (Schedule 1)	\$ 2,532,716	\$ 2,347,998	\$ -	\$ -	\$ 2,532,716	\$ 2,347,998
Sundry (Schedule 2)	86,524	37,096	-	-	86,524	37,096
Investment income	37,588	50,777	3,857	3,449	41,445	54,226
	2,656,828	2,435,871	3,857	3,449	2,660,685	2,439,320
EXPENSES						
Administration (Schedule 3)	1,936,432	1,785,195	-	-	1,936,432	1,785,195
Amortization	-	-	41,077	30,350	41,077	30,350
Continuing education	101,443	96,986	-	-	101,443	96,986
Council	108,535	113,053	-	-	108,535	113,053
Delegates	6,671	12,269	-	-	6,671	12,269
Interest	-	-	3,858	895	3,858	895
Legal and audit	90,660	121,600	-	-	90,660	121,600
Miscellaneous	4,295	5,144	-	-	4,295	5,144
Other committees	83,254	72,248	-	-	83,254	72,248
Public and professional relations	179,170	183,296	-	-	179,170	183,296
	2,510,460	2,389,791	44,935	31,245	2,555,395	2,421,036
Excess (deficiency) of revenues over expenses	146,368	46,080	(41,078)	(27,796)	105,290	18,284
Fund balance, beginning of year	1,315,555	1,273,192	261,409	285,488	1,576,964	1,558,680
Interfund transfers (Note 7)	(245,002)	(3,717)	245,002	3,717	-	-
FUND BALANCE, END OF YEAR	\$ 1,216,921	\$ 1,315,555	\$ 465,333	\$ 261,409	\$ 1,682,254	\$ 1,576,964

See accompanying notes

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS**Statement of Cash Flows**

Year ended December 31, 2017

	2017	2016
CASH FLOWS FROM		
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 105,290	\$ 18,284
Items not affecting cash		
Amortization	41,077	30,350
Unrealized (gain) loss on marketable securities	51,293	(2,959)
Net change in non-cash working capital balances (Note 8)	87,834	22,494
	285,494	68,169
CASH FLOWS USED IN		
INVESTING ACTIVITIES		
Capital asset purchases	(324,113)	-
Purchase of marketable securities	(1,800,000)	(1,500,000)
Redemption of marketable securities	1,955,000	1,350,000
	(169,113)	(150,000)
CASH FLOWS USED IN		
FINANCING ACTIVITIES		
Capital lease principal payments	(17,715)	(3,717)
	(17,715)	(3,717)
INCREASE (DECREASE) IN CASH DURING THE YEAR	98,666	(85,548)
CASH, BEGINNING OF YEAR	93,088	178,636
CASH, END OF YEAR	\$ 191,754	\$ 93,088

See accompanying notes

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS

Notes to the Financial Statements

December 31, 2017

1. PURPOSE OF THE COLLEGE

Saskatchewan College of Pharmacy Professionals (the “College”) is the statutory governing and self-regulating body for the pharmacy profession in Saskatchewan. It is incorporated under the Pharmacy Act as a not-for-profit organization and is exempt from income tax under Section 149 of the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for profit organizations. The following accounting policies are considered to be significant:

a) Fund accounting

The College follows the restricted fund method of accounting for contributions. The accounts of the College are maintained in accordance with the principles of fund accounting in order that limitations and restrictions placed on the use of available resources are observed. Under fund accounting, resources are classified for accounting and reporting purposes into funds with activities or objectives specified. For financial reporting purposes, the accounts have been classified into the following funds:

i) *Operating Fund*

The Operating Fund consists of the general operations of the College.

ii) *Capital and Intangible Asset Fund*

The Capital and Intangible Asset Fund has been established for the purpose of funding capital acquisitions and is an accumulation of direct contributions and that portion of the operating fund, which has been allocated to the fund at the discretion of the College’s Council. The fund is increased by investment income earned on the investment of contributions and is reduced by amortization and interest on related lease obligations.

b) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results could differ from those estimates.

c) Cash

Cash consists of cash on hand and balances with banks.

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS

Notes to the Financial Statements

December 31, 2017

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

d) Revenue recognition

Fees are recorded as revenue over the applicable membership period or when the fee is fixed or determinable and collectability is reasonably assured. Fees and licenses received in advance are recorded as fees and licenses collected in advance and recognized into revenue during the appropriate period.

Fees and licenses collected in advance at December 31, 2017 relate to the membership year July 1, 2017 through June 30, 2018 and to the permit year December 1, 2017 through November 30, 2018.

e) Financial instruments

The College initially measures its financial assets and financial liabilities at fair value. The College subsequently measures all its financial assets and financial liabilities at amortized cost, except for marketable securities that are quoted in an active market (money market pool funds, bonds and equities) which are measured at fair value. Changes in fair value are recognized in the statement of operations and changes in fund balances.

Transaction costs, except for those assets measured at fair value, are added to the carrying value of the asset or netted against the carrying value of the liability and are then recognized using the effective interest method. Any premium or discount related to an instrument measured at amortized cost is amortized over the expected life using the effective interest method and recognized in net earnings as investment income or interest expense.

With respect to financial assets measured at cost or amortized cost, the College recognizes in net earnings an impairment loss, if any, when it determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows. When the extent of impairment of a previously written-down asset decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment loss shall be reversed in net earnings in the period the reversal occurs.

f) Capital assets

Capital assets are recorded at cost. When capital assets are sold or retired, the related costs and accumulated amortization are removed from the respective accounts and any gain or loss is reflected in the statement of operations and changes in fund balances. Expenditures for repairs and maintenance are charged to operations as incurred.

Capital assets are amortized over their estimated useful lives using the following methods and rates:

Building	straight line over 30 years
Equipment	33% declining balance
Equipment under capital lease	straight line over 3 to 4 years
Furniture and fixtures	20% declining balance
Leasehold improvements	straight line over 20 years

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS

Notes to the Financial Statements

December 31, 2017

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

g) Intangible assets

Intangible assets consist of software and are accounted for at cost. The software is amortized over its useful life of 5 years using the straight line method.

h) Impairment of long lived assets

When an item in capital assets no longer has any long-term service potential to the College, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations and changes in fund balances. Write downs are not reversed.

3. MARKETABLE SECURITIES

Marketable securities consist of Canadian and International Bonds and Canadian, US, International and Global Equities. The fair values which represent the carrying values are as follows:

Operating Fund	2017	2016
	Fair Value	Fair Value
Fixed income	2,469,959	2,579,425
	\$ 2,469,959	\$ 2,579,425

Capital and Intangible Asset Fund	2017	2016
	Fair Value	Fair Value
Fixed income	\$ 3,205	\$ 68,050
Equities	8,132	40,114
	\$ 11,337	\$ 108,164

Total	2017	2016
	Fair Value	Fair Value
Fixed income	2,473,164	2,647,475
Equities	8,132	40,114
	\$ 2,481,296	\$ 2,687,589

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS**Notes to the Financial Statements**

December 31, 2017

4. CAPITAL AND INTANGIBLE ASSETS

	2017			2016
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
Building	336,039	285,012	51,027	62,228
Equipment	255,764	250,224	5,540	8,269
Equipment under capital lease	14,704	14,704	-	2,501
Furniture and fixtures	212,106	98,977	113,129	9,559
Leasehold improvements	412,055	40,750	371,305	58,206
Software	99,150	99,150	-	-
	\$ 1,344,818	\$ 788,817	\$ 556,001	\$ 155,763

5. ACCOUNTS PAYABLE

	2017	2016
Trade	\$ 66,060	\$ 47,660
Funds held in trust	24,664	24,664
	\$ 90,724	\$ 72,324

Funds held in trust are held on behalf of the Integrated Primary Health Care Working Group (“IPHCWG”). The College is responsible to ensure all funds are expended exclusively on primary health services workshops and education. Any unused funds may remain with the College for use by the IPHCWG and documentation regarding the actual costs will be submitted to Saskatchewan Health upon request.

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS**Notes to the Financial Statements**

December 31, 2017

6. OBLIGATIONS UNDER CAPITAL LEASES

The following is a schedule of future minimum lease payments under capital leases:

2018	45,176
2019	45,176
2020	25,776
	<u>116,128</u>
Less amount representing interest	(14,123)
	<u>102,005</u>
Less current portion	(36,642)
	<u>\$ 65,363</u>

7. INTERFUND TRANSFERS

Amounts transferred from the Operating Fund of \$245,002 (2016 - \$3,717) to the Capital and Intangible Asset Fund were made in order to fund the cash outlays for capital asset acquisitions and the obligations under capital leases.

8. NET CHANGE IN NON-CASH WORKING CAPITAL BALANCES

	<u>2017</u>	<u>2016</u>
INCREASE IN ASSETS		
Accounts receivable	\$ (46,417)	\$ (31,661)
Government remittances receivable	(2,375)	-
Prepaid expenses	(108,227)	(17,905)
INCREASE (DECREASE) IN LIABILITIES		
Accounts payable	18,400	(12,689)
Government remittances payable	(22,415)	3,225
Fees and licences collected in advance	248,868	81,524
	<u>\$ 87,834</u>	<u>\$ 22,494</u>

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS

Notes to the Financial Statements

December 31, 2017

9. COMMITMENTS

The College is committed under an operating agreement relating to system support as long as the system remains in operation or until the contract is terminated. The annual aggregate commitment is \$11,600.

In 2017, the College had entered into a ten-year office lease agreement. The annual rent payments are:

2018	\$49,788
2019	\$53,355
2020	\$53,355
2021	\$53,355
2022	\$61,358

In addition to basic rent, the College is also responsible for paying a share of realty taxes, operating costs, utilities and additional services that are related to the office rental.

10. RELATED PARTY TRANSACTIONS

The College and the SCP Centennial Scholarship Fund Inc. are common control organizations since they have the same board of directors.

All transactions were carried out in the normal course of operations and are recorded at the exchange value. This value corresponds to the consideration agreed upon by the parties and is determined based on the costs incurred.

11. FINANCIAL INSTRUMENTS

Credit risk

The College's principal financial assets are cash, marketable securities and accounts receivable, which are subject to credit risk. The carrying amounts of financial assets on the statement of financial position represent the College's maximum credit exposure at the statement of financial position date.

The credit risk on cash and marketable securities is limited because the counterparties are chartered banks with high credit-ratings assigned by national credit-rating agencies and fixed term investments of a high credit quality. The College also limits its exposure by ensuring that it has invested in a diversified portfolio and that there is no large exposure to any one issuer.

Liquidity risk

Liquidity risk is the risk of being unable to meet cash requirements or to fund obligations as they become due.

The College manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

Accounts payable are generally repaid within 30 days.

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS
Notes to the Financial Statements
December 31, 2017

11. FINANCIAL INSTRUMENTS (continued)

Interest rate risk

The College is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-rate instruments subject the College to a fair value risk while the floating rate instruments subject it to a cash flow risk. The College is exposed to this type of risk as a result of investments in money market pool funds and bonds.

Other price risk

Other price risk associated with investments in equities is the risk that their fair value will fluctuate because of changes in market prices. The College mitigates the risk by regularly rebalancing its portfolio and keeping the equity portfolio below 2% of the entire marketable security portfolio.

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS Schedule of Fees and Licences - Schedule 1

Year ended December 31, 2017

	2017	2016
Amendments	\$ 10,540	\$ 9,590
Non-practising members	60,818	56,237
Other fees	77,165	62,082
Pharmacy (permits)	562,704	519,505
Practising members (licences)	1,720,309	1,614,004
COMPASS Surcharge	14,875	-
Registration	86,305	86,580
	\$ 2,532,716	\$ 2,347,998

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS**Schedule of Sundry Revenue - Schedule 2****Year ended December 31, 2017**

	2017	2016
Expense recoveries	\$ 3,880	\$ 2,378
Other	13,649	6,718
Recovery of discipline costs	68,995	28,000
	\$ 86,524	\$ 37,096

SASKATCHEWAN COLLEGE OF PHARMACY PROFESSIONALS

Schedule of Administrative Expenditures - Schedule 3

Year ended December 31, 2017

	2017	2016
Accounting	\$ 19,023	\$ 18,428
Automobile	17,903	15,016
Building operations	113,939	33,442
Employee benefits	133,930	123,198
Equipment rental and maintenance	86,893	83,823
General office	208,404	161,178
Postage	15,675	14,239
Printing and stationary	28,011	23,977
Registrar and inspector	112,599	134,965
Salaries	1,177,207	1,157,476
Telephone and fax	22,848	19,453
	\$ 1,936,432	\$ 1,785,195



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