

**CCAPP**

**The Canadian Council for Accreditation of Pharmacy Programs  
Le Conseil canadien de l'agrément des programmes de pharmacie**

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**ANNUAL REPORT**  
  
**and**  
  
**DIRECTORY OF ACCREDITED PROGRAMS**  
  
**2008 - 2009**



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## **ACKNOWLEDGEMENTS**

CCAPP acknowledges the wonderful financial support provided by its participating member agencies through their annual membership fees: Association of Deans of Pharmacy of Canada (ADPC), Association of Faculties of Pharmacy of Canada (AFPC), Canadian Pharmacists Association (CPhA), Canadian Society of Hospital Pharmacists (CSHP), National Association of Pharmacy Regulatory Authorities (NAPRA), and The Pharmacy Examining Board of Canada (PEBC).

Acknowledgement is also made of the financial support provided by the following universities through their annual accreditation fees: University of Alberta, University of British Columbia, Dalhousie University, Université Laval, University of Manitoba, Memorial University of Newfoundland, Université de Montréal, University of Saskatchewan, University of Toronto, and the University of Waterloo.

2008-2009 marked the first year that accreditation fees were collected from accredited pharmacy technician programs in Canada and it is anticipated that public college and private career college institutions will be the source of significant financial support to CCAPP in the future.

Finally, CCAPP acknowledges, with sincere appreciation, the very generous support of the Ontario College of Pharmacists (OCP) and The Pharmacy Examining Board of Canada (PEBC) which provided the Council with significant grants in 2008 - 2009.

## **CCAPP MISSION AND GOALS**

The mission of The Canadian Council for Accreditation of Pharmacy Programs is to evaluate the quality of pharmacy professional degree programs in Canadian universities and to promote continued improvement of such programs.

The goals of the Council are:

- (a) To formulate, based on recognized regulatory and professional declarations, the educational, scientific, and professional principles and standards to which an accredited school, college, institution or faculty of pharmacy or pharmacy technician program is expected to meet and maintain, and to revise these principles and standards as necessary.
- (b) To appraise any school, college, institution, or faculty of pharmacy or pharmacy program in Canada that requests the accreditation from the Council.
- (c) To publish a list of accredited programs from schools, colleges, institutions and faculties of pharmacy and pharmacy technician programs and to revise such lists annually or as frequently as may be deemed desirable.
- (d) To satisfy itself that schools, colleges, institutions and faculties which have been accredited maintain the required standards and to withdraw accreditation of any school, college, institution or faculty failing to maintain standards formulated by the Council.
- (e) To assist in the advancement and improvement of pharmacy education in Canada and internationally.

## **CCAPP MEMBERSHIP AND BOARD OF DIRECTORS, 2008 - 2009**

Association of Deans of Pharmacy of Canada  
Dr. Dennis K.J. Gorecki – Saskatoon, SK

Association of Faculties of Pharmacy  
Prof. Susan Mansour – Halifax, NS  
Prof. Carmen Vézina - Québec, QC

The Canadian Council for Accreditation of Pharmacy Programs  
Dr. Barbara Downe-Wamboldt (*non-pharmacy academic appointee*) – Halifax, NS  
Dr. David Hill (*ex officio*) – Richmond, BC

Canadian Pharmacists Association  
Ms. Erin Farrell-MacKenzie – Stratford, PEI

Canadian Society of Hospital Pharmacists  
Ms. Patricia Macgregor – Toronto, ON

National Association of Pharmacy Regulatory Authorities  
Mr. Ray Joubert – Regina, SK

Pharmacy Examining Board of Canada  
Dr. Linda Suveges – Saskatoon, SK

## **CCAPP OFFICERS 2008 - 2009**

President – Ms. Erin Farrell-MacKenzie  
President-Elect – Dr. Barbara Downe-Wamboldt  
Past President – Mr. Ray Joubert  
Executive Director - Dr. David S. Hill

## **DIRECTORY OF CCAPP ACCREDITED PROGRAMS**

The following universities offer pharmacy programs that have been accredited by The Canadian Council for Accreditation of Pharmacy Programs. Included in each listing is the current accreditation award and term. The listing reflects the status of each program as of June 30, 2009.

### **Canadian Programs**

#### **University of Alberta, Edmonton, Alberta**

Faculty of Pharmacy and Pharmaceutical Sciences

President Dr. I. Samarasekera

Dean Dr. F. Pasutto

***Baccalaureate in Pharmacy - Full Accreditation Status 2004 - 2011***

#### **The University of British Columbia, Vancouver, British Columbia**

Faculty of Pharmaceutical Sciences

President Dr. S. Toope

Dean Dr. R. Sindelar

***Baccalaureate in Pharmacy - Full Accreditation Status 2006 - 2012***

***Doctor of Pharmacy - Full Accreditation Status 2006 - 2012***

#### **Dalhousie University, Halifax, Nova Scotia**

College of Pharmacy

President Dr. T. Traves

Director Prof. R. Caldwell

***Baccalaureate in Pharmacy - Full Accreditation Status 2004 - 2010***

#### **Université Laval, Québec, Québec**

Faculté de pharmacie

Recteur Dr. D. Brière

Doyen Dr. J.-P. Gregoire

***Baccalauréat en pharmacie - Full Accreditation Status 2006 - 2013***

#### **The University of Manitoba, Winnipeg, Manitoba**

Faculty of Pharmacy

President Dr. D.T. Barnard

Dean Dr. D. Collins

***Baccalaureate in Pharmacy - Full Accreditation Status 2007 - 2013***

**Memorial University of Newfoundland, St. John's, Newfoundland and Labrador**  
School of Pharmacy

President Dr. C. Loomis (acting)  
Director Dr. L.R. Hensman  
***Baccalaureate in Pharmacy - Full Accreditation Status 2004 - 2010***

**Université de Montréal, Montréal, Québec**  
Faculté de pharmacie

Recteur Dr. L. Vinet  
Doyen Dr. P. Moreau  
***Baccalauréat en pharmacie - Full Accreditation Status 2008 - 2014***  
***Doctorat en pharmacie - Provisional Accreditation Status 2008 - 2012***

**University of Saskatchewan, Saskatoon, Saskatchewan**  
College of Pharmacy and Nutrition

President Mr. R.P. MacKinnon  
Dean Dr. D.K.J. Gorecki  
***Baccalaureate in Pharmacy - Full Accreditation Status 2005 - 2012***

**University of Toronto, Toronto, Ontario**  
Leslie L. Dan Faculty of Pharmacy

President Dr. D. Naylor  
Dean Dr. K.W. Hindmarsh  
***Baccalaureate in Pharmacy - Full Accreditation Status 2007 - 2013***  
***Doctor of Pharmacy - Full Accreditation Status 2007 - 2013***

**University of Waterloo, Waterloo, Ontario**  
School of Pharmacy

President Dr. D. Johnston  
Director Dr. J. Thiessen  
***Baccalaureate in Pharmacy - Provisional Accreditation Status 2009 - 2012***

### **International Programs**

**Qatar University, Doha, Qatar**  
College of Pharmacy

President Dr. Sheikha Al-Misnad  
Dean Dr. P.J. Jewesson  
***Baccalaureate in Pharmacy - Provisional Accreditation Status 2009 - 2012***

## **SITE VISITS AND ACCREDITATION DECISIONS, 2008 - 2009**

### **Canadian Programs**

#### **University of Waterloo**

The first on-site evaluation of the School of Pharmacy for provisional accreditation was conducted March 12, 2009. The site visit was conducted by Dr. David S. Hill, CCAPP Executive Director.

The CCAPP board commended the University, Hallman Director Thiessen and his faculty and staff for the excellent work to date to develop the new School of Pharmacy. It was particularly impressed with the care that has been taken to design a contemporary, patient-centred curriculum; the introduction of admissions criteria to ensure academically strong and committed students are invited to enter the professional program; efforts that have been made by the School to develop positive links with the pharmacy profession in the Kitchener-Waterloo region; and with the construction of its wonderful new building for student teaching, graduate programs and research, and patient care collaboration with other health science disciplines. The board concluded that Waterloo has made remarkable progress in a relatively short period of time.

The CCAPP board requested the School to address the following areas in its next interim report for the baccalaureate program: (1) progress with the implementation of the School's initial strategic plan and an update on any new university-wide or School strategic planning activities (Standard No. 2), (2) implementation of a comprehensive program evaluation process with defined and measurable indicators of achievement (Standard No. 3), (3) confirmation that all learning outcomes described in the *AFPC Educational Outcomes for a Baccalaureate Pharmacy Graduate in Canada* are addressed in the baccalaureate curriculum (Standard No. 9), (4) curricular initiatives to ensure pharmacy students in the professional program are afforded suitable opportunities for interprofessional interaction in classroom and patient care settings. (Guideline 4.5), and (5) the School is able to recruit and develop sufficient numbers of clinical sites in its co-op program for the planned enrolment levels so that all students have the opportunity to complete the practice experience program required under the accreditation standards. (Guideline 10.3)

*On June 11, 2009 the Bachelor of Science in Pharmacy program of the School of Pharmacy at the University of Waterloo was awarded the status of Provisional Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the three year term 2009-2012. The University will be required to submit an interim report by 31 March 2010 responding to the specific matters addressed above for this program.*



## **University of Alberta**

With the resignation of CCAPP executive director, Dr. David Hill and the uncertainty concerning the date for completion of a search and the of naming of a new executive director, the CCAPP board decided to reduce the number of site visits it would conduct in fall 2009 from three to two and to adjust the site visits originally planned for 2010. With consideration of the fact that a new dean would be joining the Faculty of Pharmacy and Pharmaceutical Sciences at the University of Alberta in July 2009, the board decided that it would be appropriate to extend the current accreditation term for this program by one year to 2011. Therefore, the next site visit evaluation for the University of Alberta is scheduled for 2010.

## **L'Université Laval**

In correspondence to CCAPP from the dean of the Faculté de pharmacie, the board was advised of an application the university has made to replace its current baccalaureate program with a doctor of pharmacy curriculum for the first professional degree in pharmacy. The application to the Québec government has been made for a projected September 2010 start date for the new program. A request was made by the dean to have the current CCAPP accreditation award term for the baccalaureate program extended by one year from 2012 to 2013. The reason for the request was to permit the final class of baccalaureate students to graduate in an accredited program in 2013 without the need for another (and final) site visit of the baccalaureate program. The CCAPP board agreed to this request and extended the term of the accreditation award for the current baccalaureate program to 2013.

## **University of Saskatchewan**

With the resignation of CCAPP executive director, Dr. David Hill and the uncertainty concerning the date for completion of a search and the of naming of a new executive director, the CCAPP board decided to reduce the number of site visits it would conduct in fall 2009 from three to two and to adjust the site visits originally planned for 2010. Therefore, the term of the accreditation award for the College of Pharmacy and Nutrition was extended by the CCAPP by one year to 2012. The next site visit evaluation for the University of Saskatchewan is now scheduled for 2011.

## **International Programs**

### **Qatar University**

The first on-site evaluation of the College of Pharmacy for provisional accreditation was conducted October 19-22, 2008 in Doha, Qatar. The members of the site visit team were:

Dean Dennis Gorecki  
College of Pharmacy and Nutrition, University of Saskatchewan

Dr. David Hill  
Executive Director, Canadian Council for Accreditation of Pharmacy Programs

The board reaffirmed the important criteria that it will use to consider applications for accreditation from universities outside Canada. These include: (1) the existence of a identifiable academic unit for the pharmacy program at the level of a Faculty, School or College; (2) the academic unit for the pharmacy program is headed by an appropriately qualified Dean or Director in the pharmaceutical sciences; (3) the planning for the academic unit and professional program is guided by the requirements defined by CCAPP accreditation standards; (4) the curriculum that is implemented for the academic program is linked to the Association of Faculties of Pharmacy of Canada (AFPC) educational outcomes and the competency profile for pharmacists at entry-to-practice in Canada developed by the National Association of Pharmacy Regulatory Authorities (NAPRA); and (5) other elements of the professional degree program in pharmacy such as student admissions criteria and policies, strategic planning, program evaluation, experiential (clinical) practice rotations and sites, resource support to the program from the University, and the role and practice of pharmacists in the country are similar to Canadian programs.

The board acknowledged the organized, systematic approach that Qatar University has followed to develop its new undergraduate professional degree program in pharmacy. Once the decision to offer a pharmacy program was made by the university, the pace of planning—from the hiring of the College's first dean, recruitment of faculty, development of the curriculum, admission of the first class, compilation of materials to support an application for accreditation, and the first CCAPP site visit of the program—were completed within a period of less than three years. By any evaluation criteria, this is a remarkable achievement and all those involved with this initiative at QU are highly commended. The decision by the dean and senior administration of the university, at the early stages, to structure its program using standards and professional competencies already established by an international comparator (Canada), certainly helped to clearly define a vision for the new program.

The CCAPP board noted the following strengths of the Qatar University College of Pharmacy: the progressive leadership from Dean Jewesson; the strong support to the College provided by the senior administration of the university; the vision and mission statements for the College are clear and contemporary; and the excellent faculty and staff that the College has recruited to initiate the baccalaureate program.

The CCAPP board requested the School to address the following areas in its next interim report for the baccalaureate program: (1) actions taken to address findings identified in the site visit evaluation report to be in non-compliance or partial compliance with the accreditation standards, or not yet at a state of development that could be evaluated during the site visit; (2) an update on features of the program still in development or experiencing significant change at the time of the site visit; (3) developments by the College to ensure the curriculum provides a range of campus-based and clinical practice site interprofessional learning experiences for students (CCAPP Standards 2006 No. 4); (4) developments by the university to ensure the College of Pharmacy has access to sufficient space and physical facilities to support the planned enrolment growth in its undergraduate program, planned research programs, faculty and staff growth, professional skills and clinical teaching infrastructure, residency training and continuing professional education services (CCAPP Standards 2006 No. 22); (5) evidence that the College continues to be able to recruit qualified faculty to support the objectives of the undergraduate program and the College's research mission (CCAPP Standards 2006 No. 18-20); and (6) confirmation of the continuing appointment status of Dr. Jewesson as dean of the College, or in the event Dr. Jewesson's appointment is not renewed or, for whatever reason he leaves Qatar University, a new dean who can lead the College at a comparable level of commitment to CCAPP accreditation standards is appointed (CCAPP Standards 2006 No. 7).

*On June 11, 2009 "The Bachelor of Science (Pharmacy) program of the College of Pharmacy at Qatar University was awarded the status of Provisional Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the three year term January 2009 – December 2011. The University will be required to submit an interim report by 31 October 2010 responding to the specific matters addressed above for this program. The next site visit will be scheduled for December 2010.*

**Pharmacy Technician Programs  
Current Accreditation Award Status (updated July 2009)**

**C C A P P**

**The Canadian Council for Accreditation of Pharmacy Programs  
Le Conseil canadien de l'agrément des programmes de pharmacie**

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**Pharmacy Technician Programs  
Current Accreditation Award Status (updated July 2009)**

<b>Program</b>	<b>Location</b>	<b>Award</b>	<b>Conditions</b>	<b>Conditions / Additional Information</b>	<b>Term</b>
Academy of Learning	Swift Current, SK	Qualifying	n/a	2 <sup>nd</sup> Award. Program in development	Jul 2009 -- Jun 2010
Algonquin Careers Academy	Mississauga, ON	Provisional	None	Progression from 2008 Qualifying Award	Apr 2009 -- Dec 2012
Algonquin Careers Academy	Ottawa, ON	Provisional	None	Progression from 2008 Qualifying Award	Apr 2009 -- Dec 2012
Bow Valley College	Calgary, AB	Provisional	None		Jan 2009 – Dec 2011
Cape Breton Business College	Sydney, NS	Qualifying	n/a		Jul 2009 – Jun 2010
CDI College	Edmonton, AB	Provisional	Yes	Sustainable practice experiences	Jan 2009 – Dec 2011
Centennial College	Toronto, ON	Provisional	None		Jul 2008 – Dec 2011
Cornwall Career College (Academy of Learning)	Cornwall, ON	Provisional	None	Based on re-review of 2008 deferral	Jan 2009 – Dec 2011
CTS Canadian Career College	Barrie, ON	Provisional	None	Based on re-review of 2008 deferral	Apr 2009 – Dec 2012
CTS Canadian Career College	North Bay, ON	Provisional	None	Based on re-review of 2008 deferral	Apr 2009 – Dec 2012
CTS Canadian Career College	Sudbury, ON	Provisional	None	Based on re-review of 2008 deferral	Apr 2009 – Dec 2012
Fanshawe College of Applied Arts & Technology	London, ON	Provisional	None		Jul 2008 -- Dec 2011
Herzing College	Ottawa, ON	Qualifying	n/a	Program in development – Monitor progress	Jul 2009 – Jun 2010
Humber Institute of Technology & Advanced Learning	Toronto, ON	Provisional	None		Jul 2008 -- Dec 2011
Kingston Learning Centre	Kingston, ON	Qualifying	n/a	2 <sup>nd</sup> Award. Program in development	Jul 2009 -- Jun 2010
La Cité collégiale	Ottawa, ON	Provisional	None		Jan 2009 – Dec 2011

**Pharmacy Technician Programs  
Current Accreditation Award Status (updated July 2009)**

Lambton College	Sarnia, ON	Provisional	None		Jul 2008 – Dec 2011
Mohawk College of Applied Arts and Technology	Hamilton, ON	Provisional	None		Jul 2009 – Dec 2012
Niagara College of Applied Arts and Technology	Welland, ON	Provisional	None		Jul 2008 – Dec 2011
NorQuest College	Edmonton, AB	Provisional	None		Jul 2008 – Dec 2011
Red Deer College	Red Deer, AB	Provisional	Yes	Functioning external advisory committee	Jan 2009 – Dec 2011
Saskatchewan Institute of Applied Science and Technology (Kelsey)	Saskatoon, SK	Provisional	None		Jul 2009 – Dec 2012
Sheridan Institute of Technology and Advanced Learning	Brampton, ON	Provisional	None		Jul 2008 – Dec 2011
St. Clair College of Applied Arts and Technology	Windsor, ON	Provisional	None		Jul 2008 – Dec 2011
Thompson Career College	Kamloops, BC	Provisional	None	Condition removed Jul 2009	Jan 2009 – Dec 2011
Westervelt College	London, ON	Qualifying	n/a	Program in development – Monitor progress	Jul 2009 – Jun 2010

## **REPORT OF THE PRESIDENT**

### **Annual General Meeting – June 11, 2009**

The Canadian Council for Accreditation of Pharmacy Programs (CCAP) was established in 1993, in recognition of the need to facilitate reciprocity in the various pharmacy programs provided at Canadian universities, and to ensure that these programs met recognized Canadian standards. To this end, the past year has seen another site visit of the newest Canadian University program, the School of Pharmacy at the University of Waterloo for its evaluation for provisional accreditation.

As the profession of Pharmacy continues to evolve with the ever changing landscape of healthcare in Canada, so too does the role of CCAPP. Through the leadership of the Canadian Pharmacists Association, a "Blueprint for Pharmacy" has been developed. The mandate of this Blueprint is to provide "a multiphased, strategic initiative to develop a vision and an action plan for the future of pharmacy in Canada". A major focus of this plan is to empower the Pharmacist to invest more time in direct patient care. Regulated pharmacy technicians will become an important resource, assuming more of the technical responsibilities associated with the dispensing of medications. In support of this initiative, CCAPP has expanded its mandate to encompass the accreditation of pharmacy technician programs in Canada. In keeping with this expanded role, CCAPP evaluated 10 pharmacy technician programs across the country this past year.

The interest in the accreditation of pharmacy programs, mirroring the Canadian model, has expanded outside national borders. Of note, the College of Pharmacy at Qatar University went through the accreditation process, and was awarded provisional accreditation status of its baccalaureate program. CCAPP continues to receive requests to consider providing accreditation services to international pharmacy programs. Truly, the hard work and dedication of our Board members, past and present, in formulating the professional standards for Faculties of Pharmacy has resulted in a well respected accreditation process!

The increased national and international visibility that CCAPP has enjoyed has been largely due to the efforts of our Executive Director, Dr David Hill. David has been a strong advocate for the profession of pharmacy and has represented CCAPP with the utmost of professionalism. His strong organizational skills and leadership have enabled the expansion of the role of CCAPP, and his dedication to the role of Executive Director has made my term as President an easy one.

I would like to take this opportunity, on behalf of the CCAPP Board, to offer my sincere congratulations to Dr David Hill as he assumes his new position as Dean of the College of Pharmacy and Nutrition at the University of Saskatchewan. Thank you so very much, David, for all you have brought to this organization. The University of Saskatchewan is indeed very lucky to have you!

Erin MacKenzie  
President

## **REPORT OF THE EXECUTIVE DIRECTOR**

### **Annual General Meeting – June 11, 2009**

I am pleased to present the report of the executive director for the 2008-2009. The past year has followed the pattern of recent years with several initiatives that had been in planning now either in an early operational stage, or scaled up into a higher level of activity. The following is a brief update on the activities of CCAPP since our 2008 annual meeting in Quebec.

#### **Accreditation Activities—Canadian Degree Programs**

CCAPP conducted only one site visit evaluation during the past year. The new School of Pharmacy at the University of Waterloo was reviewed in a half day visit in March by the executive director for progression from qualifying status to the provisional award (students admitted to the new program) of its baccalaureate program. I express my sincere appreciation to Hallman Director Jake Thiessen and his faculty and staff for assisting with the site visit arrangements and providing a number of written materials about the progress of the new program. There are three regular accreditation site visits planned for the degree programs in Canada in 2009-2010.

#### **Accreditation Activities—Pharmacy Technician Programs**

The pace of applications by public and private colleges with pharmacy technician programs requesting review for accreditation continued at a high level for the second year of this new accreditation service.

In the short space of time since the 2007 annual meeting, CCAPP finalized the drafting of standards for college pharmacy technician programs; gave board approval to the standards and opened the service for applications; conducted information workshops in Toronto, Calgary, Vancouver and Halifax to assist programs in planning for accreditation; scheduled and conducted one-day site visits at 24 pharmacy technician programs in Ontario, 2 in Saskatchewan, 1 in British Columbia, 1 in Nova Scotia, and 4 in Alberta; held 3 meetings of the new pharmacy technician program accreditation standing committee to make recommendations on the accreditation awards for the 32 programs reviewed; participated in 3 presentations to the Canadian Association of Pharmacy Technician and 2 presentations to the Canadian Pharmacy Technician Educators Association about accreditation; and set in place the application dates for the next cycle of site visits to be conducted in fall 2009 and winter 2010.

Dr. Jim Blackburn and Ms. Linda Buschmann provided great assistance to me during the site visits, compiling the evaluation reports and preparing for the accreditation committee meeting. Representatives from the pharmacy regulatory authorities in Ontario, Saskatchewan, Alberta, British Columbia and Nova Scotia also participated as observers on each of the site visits to the college programs in their province.

The interest from college pharmacy technician programs to pursue accreditation with CCAPP is closely tracking our initial projections and will likely continue at a manageable level for the foreseeable future as each province develops its registration or regulatory plans for pharmacy technicians over the next few years. CCAPP has certainly responded well to the desire from the college system for a national quality assurance process for pharmacy technician educational programs in Canada and from PEBC and the provincial pharmacy regulators who need assurance that individuals applying for registration or regulation have completed a program of studies that is structured to insure graduates can meet entry-to-practice competencies defined by NAPRA.

It is also important to note that development costs and ongoing operational expenses for this new accreditation are being fully recovered from the application and accreditation fees paid by the colleges. This was one of the conditions set by the CCAPP board in 2002 in its consideration of the feasibility of establishing an accreditation under CCAPP responsibility.

The CCAPP office gets many inquiries each week from individuals across the country working as pharmacy technicians requesting details on the accreditation status of specific training programs or their eligibility for the PEBC certification exams. CCAPP also receives numerous inquiries from international pharmacists and pharmacy technicians concerning the regulatory framework in the provinces to work as a pharmacy technician.

Following the initial round of pharmacy technician program accreditation decisions in June 2008, CCAPP met with the Ontario Ministry of Training, Colleges and Universities to discuss the results for the programs in that province. As a result of the CCAPP work, the MTCU issued a policy directive to all Ontario public and private colleges that only CCAPP-accredited programs could deliver a “pharmacy technician” program, and that non-accredited schools (i.e. those with deferred decisions or those that did not apply for accreditation) would be required to re-title as “pharmacy assistant” programs. The MTCU will also require all new programs to be reviewed by CCAPP as part of the ministry’s program approval process.

### **Accreditation Standards—Degree Programs**

There was no further work by the standards committee on the first professional degree in pharmacy awarded as the doctor of pharmacy degree standards in 2008-2009. The executive director met with ADPC in February to review the work to date on these standards and get their perspective on a number of issues related to the accreditation process as the intentions of more schools to move to the doctor of pharmacy curriculum becomes known.

During the consultation period with stakeholders, CCAPP received considerable comment about the draft standards. Since its formation in 1992, CCAPP has used standards that were similar to those issued by the Accreditation Council for Pharmacy Education (ACPE) in the US. This policy has permitted CCAPP and



ACPE to collaborate through a memorandum of understanding signed in 2002 on a number of areas of mutual interest, and in the recognition of accreditation decisions rendered by the two organizations as substantially equivalent over the period up to 2005. With the release of new ACPE standards effective 2005 and the comments received to the draft new CCAPP standards in 2007-2008, the CCAPP board will now be required to reconsider how it wishes to address its historical practice of following the ACPE model in the CCAPP standards for the two first professional degree in pharmacy programs at universities in Canada.

### **International Activities**

In October 2008, CCAPP took its first step in the accreditation of pharmacy programs at universities outside Canada with the site visit evaluation conducted at the new College of Pharmacy at Qatar University in Doha. The new Qatar baccalaureate program has been designed around AFPC educational outcomes and NAPRA competencies and has attracted several faculty who have considerable experience from pharmacy programs at universities in Canada and with the Canadian health care system. The site visit to Qatar was very successful and the pharmacy program was awarded provisional status by the CCAPP board in February 2009.

CCAPP continues to maintain contact with the Higher Colleges of Technology in the United Arab Emirates about accreditation applications for the baccalaureate pharmacy programs at two of its Colleges. As well, inquiries about the CCAPP accreditation process were received during the past year from several other universities in the Middle East.

### **Interprofessional Health Programs and Collaborations**

CCAPP continued to be an active participant in a Health Canada-funded project that is developing common principals for interprofessional health education activities that can be used in the development of standards for accrediting agencies in Canada. The project is being coordinated by the Association of Faculties of Medicine of Canada and includes six professions: medicine (i.e., undergraduate program, Royal College residency programs, and the family medicine residency program), nursing, pharmacy, occupational therapy, physiotherapy, and social work. The project's first three year funding period is now finished and the project has produced an environmental scan of the current state of interprofessional activities in the academic programs for these professions, a Principles and Implementation Guide, launched a website with resource materials on this topic, conducted a National Forum in February to present the work of the project to group of key stakeholders and has concluded an independent evaluation of the project's achievements. The project has applied for a second round of Health Canada funding to continue its work.

### **CCAPP Member Relations**

I continue to commit to maintaining and strengthening CCAPP relations with its

member organizations and key stakeholders. I have tried to take advantage of any opportunities or invitations to meet with the elected representatives of our members to update them on CCAPP initiatives and to collaborate on activities advancing the interests of pharmacy education for the betterment of pharmacy in Canada. In addition to regular email and phone exchanges, some of the other interactions or presentations for the executive director or a CCAPP board representative included:

- Canadian Pharmacy Technician Educator's Association (June 2008)
- Canadian Society of Hospital Pharmacists annual meeting (August 2008)
- Association of Deans of Pharmacy of Canada meeting (February 2008)
- Association of Accrediting Agencies of Canada (Nov 2008 and May 2009)
- Blueprint for Pharmacy Task Force (several meetings)
- Canadian Patient Safety Institute meeting re "simulation" (September 2008)
- FIP World Congress (September 2008)
- Canadian Association of Pharmacy Technicians (May 2009)
- CPhA annual national conference (June 2009)
- Association of Faculties of Pharmacy of Canada annual conference (June 2009)

### **Finances and Administration**

CCAPP successfully completed the transition from a calendar year basis to the fiscal year for the collection of member and accreditation fees during 2008-2009. The positive financial picture for CCAPP operations over the past two years (largely due to applications from pharmacy technician programs and international programs) has permitted the Council to move to a full-time appointment for the executive director's position and in the securing of additional administrative personnel to support the continuing growth of the pharmacy technician program accreditation service in 2008-2010 and beyond.

CCAPP commenced work on a major re-design of its website the past year. The original site no longer is suitable for the variety of new programs started by CCAPP recently and the new types of users who need to obtain information about credentialing, professional registration and international accreditation procedures. The re-designed site should be completed by early fall 2009.

### **The Future**

This will be my last report as CCAPP executive director as I have accepted the position of incoming dean of the College of Pharmacy and Nutrition at the University of Saskatchewan replacing board member Dean Dennis Gorecki. I am very proud of the accomplishments of the Council over the past three years and my term as executive director has been incredibly rewarding to me. With the support of the University of Saskatchewan, I have made a commitment to the executive committee to assist with the transition to a new executive director by offering to provide a temporary home for CCAPP operations and continuing

oversight to CCAPP services.

In concluding my CCAPP work in Vancouver, I must express my great appreciation to Registrar Marshall Moleschi and the College of Pharmacists of British Columbia. The CPBC has provided a fine home to CCAPP operations over the past three years. The working environment there has been hospitable and responded very well to all of the needs of CCAPP, professional, collegial, and most responsive to CCAPP needs. The College's support staff who assisted me over my time at the CPBC—Katerina, Eva and Megi handled the ever-growing CCAPP workload with excellent quality support, professionalism and wonderful friendship.

Respectfully submitted,

A handwritten signature in black ink that reads "David S. Hill". The signature is written in a cursive, flowing style.

David S. Hill, Ed.D., FCSHP  
Executive Director

## APPENDIX 1

### THE CCAPP ACCREDITATION PROGRAM

#### Introduction

Under the Canadian constitution, education and licensure for professional practice fall within the jurisdiction of each of the ten provinces and three territories. However, the desire for reciprocity has necessitated that mechanisms be developed to ensure comparable levels of education across the country.

In the case of pharmacy, the Association of Faculties of Pharmacy of Canada, a voluntary association of pharmacy academics, developed a standard minimum curriculum in the 1940's. Subsequently, a national pharmacy examination board, The Pharmacy Examining Board of Canada (PEBC), was established in 1963. All provinces participating in the National Association of Pharmacy Regulatory Authorities (NAPRA) mutual recognition agreement require PEBC registration as a prerequisite for licensure of graduates from universities within member provinces, for out-of-province graduates and for out-of-country applicants.

The approved minimum curriculum, coupled with a national examination, worked well in establishing comparability among the pharmacy schools, as long as pharmacy education was primarily a university-based, science program. However, with the move towards a more clinically orientated program, it became increasingly difficult to achieve consensus on what specific content should be included in the minimum curriculum. The introduction of clinical clerkships and extended practicum of varying lengths and types, the use of external clinical teaching facilities, the utilization of part-time clinical instructors in place of full-time tenured faculty, all led to the recognition that increased emphasis on student learning outcomes was more important than strict adherence to a rigidly defined minimum curriculum. As a result, the concept of a standard minimum curriculum was dropped.

However, the need for a mechanism to facilitate reciprocity remained. Also, there was a growing recognition by pharmacy practitioners, pharmacy educators and the various pharmacy examination and licensing bodies that the Canadian public was entitled to assurance that the pharmacy education provided by the various universities met recognized Canadian standards and was more or less comparable. Hence, the establishment of The Canadian Council for Accreditation of Pharmacy Programs (CCAPP) which was granted Letters Patent by the Government of Canada on 5 January 1993. Dr. Bruce Schnell served as the first Executive Director of CCAPP until June 30, 2003 followed by Dr. Jim Blackburn until August 31, 2006.

CCAPP is composed of representatives appointed by the Association of Deans of Pharmacy of Canada, the Association of Faculties of Pharmacy of Canada, the Canadian Pharmacists Association, the Canadian Society of Hospital Pharmacists, the National Association of Pharmacy Regulatory Authorities and

The Pharmacy Examining Board of Canada. There is also a non-pharmacy member on the Council. Non-academic appointees form a majority of the board of directors and are responsible for establishing the accreditation standards, setting policy and managing the accreditation process.

CCAPP currently accredits 13 pharmacy academic programs offered at ten universities in Canada. In 2006, the University of Waterloo was the first new program to be granted qualifying accreditation status since the formation of CCAPP in 1993. Graduates from a CCAPP accredited program may apply directly for the qualifying examination of The Pharmacy Examining Board of Canada. Graduates from a non-accredited program must first pass the PEBC evaluating examination, designed to determine if the program of study completed is comparable to one accredited by CCAPP.

### **Accreditation Standards**

Accreditation standards define the required structures, processes and outcomes expected of the institution applying for CCAPP recognition. The 1998 version of the CCAPP Standards contained 25 standards (2006 Revision – 23 standards in seven broad categories) in eight broad categories: standards for Mission, Planning, and Assessment; standards for Organization and Administration; standards for the Academic Program; standards for Students; standards for Faculty and Staff; standard for Library and Learning Resources; standards for Physical and Practice Facilities; and a standard for Financial Resources.

Accreditation standards reflect those professional and educational attributes identified by the Council as essential to the professional program in a pharmacy school. The standards embrace the philosophy that graduates should have acquired general and special knowledge; general to avoid the constraints of too narrow a perspective, special to provide a basis for critical professional evaluations. The standards recognize that a quality pharmacy education is dependent on a variety of components including general knowledge, basic and professional sciences, and clinical practice experiences.

Recognizing the importance of having a built-in mechanism for the regular review and updating of standards to guard against rigidity and stagnation of the academic program, CCAPP has a standing committee charged with the responsibility of ensuring that its accreditation standards reflect contemporary pharmacy practice and pharmaceutical knowledge.

It is also necessary to guard against specifying too narrowly what must be included in the actual curriculum. Each pharmacy school must be free to develop its program taking advantage of local opportunities and within the context of its own university and resource base. In fact, diversification should be encouraged. CCAPP's aim is comparability of output without necessarily having comparability of process. One might say that CCAPP encourages "controlled diversity".

## **Significance of Accreditation**

Accreditation is the public recognition accorded a professional program that meets established professional qualifications and educational standards through initial and periodic evaluation. Accreditation concerns itself with both quality assurance and program enhancement. It applies to programs and is to be distinguished from certification or licensure, which applies to individuals.

The values of accreditation are many and CCAPP serves concurrently a number of constituencies including the pharmacy schools and their universities, students and prospective students, licensing and examination bodies, the profession of pharmacy, and the general public.

For pharmacy schools and their universities, accreditation provides the stimulus for self-assessment and self-directed program improvement, a basis for decision making about the investment of public or private funds, and the enhancement of reputation because of public regard for accreditation.

For students and prospective students, accreditation provides assurance that the educational program of an accredited school has been found to be satisfactory and is up to approved standards.

For pharmacy examination and licensing bodies, accreditation provides a reliable basis for making decisions concerning eligibility, examination content, and licensure either by examination or reciprocity.

For the profession of pharmacy, accreditation provides a means for the participation of practitioners in setting the educational requirements for entering the profession, giving assurance that those who graduate will be adequately prepared for practice.

For the general public, accreditation leads to the improvement of professional services as accredited programs modify their requirements to reflect changes in knowledge and pharmacy practice.

## **Accreditation as an Agent for Change**

The accreditation process is ideally situated in the scheme of things to achieve change in both pharmacy education and pharmacy practice because it serves as a link between the two. Representatives of the profession and of the pharmacy schools, through their involvement on the Council, are responsible for establishing standards for the academic programs and for conducting program evaluations. Accordingly, the challenge of getting new pharmaceutical knowledge applied in practice and of getting new concepts of pharmacy practice incorporated into the curriculum is facilitated through the accreditation process.

It will be fairly obvious how the quality assurance aspect of accreditation can result in change in an academic program. If a program is found through self-assessment and external review to be below standard, and if the university wants

to achieve or maintain accreditation status, then changes must be made so that the deficiencies are removed.

It may be less obvious how accreditation can lead to program enhancement. The key is the accreditation standards and the dynamic nature of the process. The CCAPP standards are reviewed and updated on a cycle which roughly corresponds to the average accreditation award period. Thus, every few years, every pharmacy school in Canada that wants to be accredited is challenged by a revised set of standards which reflect both new pharmaceutical knowledge and changes in pharmacy practice.

### **THE ACCREDITATION PROCESS**

In a very general way, each school seeking accreditation is asked to define what it wants to achieve with its professional program - i.e. what is its mission - what are the intended outcomes? It is asked to demonstrate that it has a program and the resources to produce those outcomes. It is asked to have procedures for evaluating whether or not the desired outcomes are achieved. Finally, it is asked to have a plan for correcting deficiencies and for incorporating new ideas into its program.

There are five steps in the accreditation process:

1. The university makes application for accreditation under CCAPP. The application is composed of three sets of documents:
  - (a) Application for Accreditation - providing information on personnel, budgets, enrolment, etc.
  - (b) Self-Assessment Report - providing in-depth information for the school under the headings outlined in the Self-Assessment Guide. The focus is on the present and the past five years, i.e. "where we have been and where we are".
  - (c) Strategic Plan - detailing the school's plans for the next five-year period. It focuses on "where we want to go and how we plan to get there".

2. A site visit evaluation for a Baccalaureate Program is conducted by a four-member team composed of a CCAPP board member, a dean, a pharmacy faculty member and the CCAPP executive director. Every effort is made to include individuals with expertise in university and pharmacy school policies, procedures and finances; in the pharmacy practice/clinical area and/or the social and administrative sciences; and in the basic sciences. When a post BSc PharmD Program is being evaluated, an individual with experience as a faculty member in a PharmD program is added to the team. The appropriate provincial regulatory authority (authorities) is (are) invited to appoint an observer to each site visit evaluation team.

The team seeks information to supplement the Self-Assessment Report, determines the feasibility of the Strategic Plan, and prepares a draft report.

3. The executive director prepares a final report on the school and a recommended accreditation status for consideration by the CCAPP board of directors.
4. The board of directors makes a decision on the appropriate accreditation status to be granted pharmacy school and determines the time period and/or any conditions to be associated with the accreditation award.
5. The university's president and the dean of the school are advised of the board's decision and the accreditation status is published in the CCAPP Annual Directory.

Full accreditation is granted for a specific term, not exceeding six years. Thus, an ongoing cycle of self-assessment, strategic planning and external review is established within each pharmacy school.

### **ACCREDITATION DECISION**

The CCAPP board of directors makes the accreditation decision. In arriving at a decision, the board considers the accreditation history of the school; the application, self-assessment report and strategic plan submitted by the university; the site visit evaluation report; the university's response to the evaluation report; and, any other relevant information. In-person presentations to the board from the university regarding their accreditation review occur only at the request of the board.

Accreditation is granted for a specific term, the maximum being six years. A shorter term may be granted, if significant areas of concern are noted. The accreditation term normally ends on December 31 of the specified year.



## **Pre-Accreditation Policy**

The professional program at a pharmacy school may be granted one of two pre-accreditation awards, depending upon its stage of development. In the instance of a newly founded school, the program generally progresses through both statuses. The standards are similar to those used to review established programs, however, pre-accreditation involves, in large measure, documentation and verification of planning in accord with standards and provision of reasonable assurances for a quality outcome. A new or existing school that has been accepted as a member of the Association of Faculties of Pharmacy of Canada and the Association of Deans of Pharmacy of Canada may be granted an accreditation award on the basis of a limited site visit and/or an institutionally prepared prospectus or academic plan.

### **1. Qualifying Accreditation**

A new program that has no students enrolled but has appointed a dean or director may be granted qualifying accreditation. The granting of qualifying status confirms that a university's planning for the pharmacy program has taken into account CCAPP standards and suggests reasonable assurances of moving to the next step, the award of provisional accreditation. Granting of qualifying status brings no rights or privileges of accreditation. Full disclosure by the university of the term and conditions of this award is required.

Qualifying accreditation is generally permitted for up to four years, after which the program is expected to apply for provisional accreditation (provided the program has admitted students). A program that has held qualifying status for four years but has not admitted its first class of students will be withdrawn from the pre-accreditation process unless information is provided by the university to satisfy the board that the program is making progress toward actual initiation.

### **2. Provisional Accreditation**

A new program that has students enrolled but has not graduated a class of students may be granted provisional accreditation. The granting of the provisional accreditation award denotes a developmental program which is expected to mature in accord with stated plans and within a defined time period. Reasonable assurances are expected that the program will be eligible for full accreditation as programmatic experiences are gained, generally, by the time the first class has graduated.

The term of a provisional accreditation award is generally not permitted for more than four years. A program that has graduated its first class, but subsequently denied full accreditation in its first attempt, is eligible for conditional accreditation.

Graduates from a school designated as having provisional accreditation will be deemed by CCAPP to be graduates of an accredited program if the program subsequently gains receives a full or conditional accreditation award at its first opportunity.

### **Full Accreditation**

The professional program of a pharmacy school is granted initial or continued full accreditation status for a six-year term. The school must demonstrate to the satisfaction of CCAPP that the program complies with accreditation standards, including the appropriateness of program goals, the adequacy of resources and organization to meet these goals, educational outcomes which indicate these goals are being met, and that plans and commitments are in place to provide reasonable assurance that these goals will continue to be met.

All programs receiving an accreditation award of six years are required to submit at least one interim progress report, normally at the midpoint of the accreditation period, i.e. after three years. The required interim report should cover the period of time since the last self-assessment report and include: changes in the academic program; changes in the financial resources available to the pharmacy school; changes in the academic staff; steps taken to deal with deficiencies identified in the site visit evaluation report; and, progress made in the implementation of the approved strategic plan. In situations where the initially approved strategic plan was for a period less than six years, the interim report must include a strategic plan in place for the balance of the accreditation period.

### **Conditional Accreditation**

The professional program of a pharmacy school may be granted conditional accreditation, if major deficiencies in compliance with accreditation standards and/or requirements are identified. Conditional accreditation will initially be granted for a maximum of three years, a term which is extendable for another three years if necessary. An extension requires the submission of a report from the school which provides satisfactory evidence to CCAPP that the matters giving rise to its concerns are being adequately addressed.

If it is deemed that satisfactory progress is not being made, the program, at that time, may be granted probationary accreditation. Alternately, if the major deficiencies identified when conditional accreditation was initially granted are considered to have been satisfactorily rectified, the program may be granted full accreditation.

### **Probationary Accreditation**

The professional program of a school that has been accredited and subsequently fails to comply with standards may be given probationary accreditation status. The chief executive officer of the university and the dean or director of the school are given due notice of the Council's action. A period of approximately six

months is given for the institution to show cause why the probationary status should be rescinded or to present sufficient evidence of improvement, or plans for improvement, to warrant restoration of conditional accreditation or full accreditation. Should the university not demonstrate a commitment to rectifying identified deficiencies within one year after the six-month period given to show cause, the program will no longer be accredited.

It is important that all constituents understand that a major goal of CCAPP is to assist in the advancement and improvement of pharmaceutical education. Hence, should a program receive probationary accreditation status, it is important that the university regularly seek CCAPP's guidance on the appropriate course of action to be followed.

### **SITE VISIT CYCLE**

Site visits will normally be conducted at a school every six years, for programs granted full accreditation or conditional accreditation. For programs with probationary accreditation, a site visit will normally be required prior to the restoration of conditional or full accreditation. Requests to defer a scheduled site visit will only be granted in exceptional circumstances, subsequent to a well-justified request from the university.

### **CONTINUATION OF ACCREDITATION STATUS**

The accreditation award is subject to continuous review and may be withdrawn, for cause, at any time. Continuation of accreditation status for the full term of the award is conditional on the university continuing to offer the approved program and on the maintenance of the resources required for its effective delivery. Accordingly, during the term of the award, the university is required to advise the Council of any significant change in the design or content of the program, its leadership, or in its resource base.

### **REFERENCE TO ACCREDITATION STATUS**

A university is required to inform current students, prospective students, and the general public of the current accreditation status of its pharmacy program as listed in the Directory. The university is authorized to use the following statement in the university calendar, recruitment brochures, and other official university publications:

“The Baccalaureate in Pharmacy (or Doctor of Pharmacy) Program of the (name of pharmacy school) of (name of university) has been granted (Qualifying, Provisional, Full, Conditional, Probationary) Accreditation Status by The Canadian Council for the Accreditation of Pharmacy Programs for the period \_\_\_\_ to \_\_\_\_.”

### **IMPLEMENTATION OF NEW STANDARDS**

CCAPP will notify Faculties when the next revision of the Standards will occur, the subsequent consultation period, and the implementation date. There normally will be at least three years between the initiation of a standards revision process and their implementation date.

## APPENDIX 2

### THE CCAPP AUDITED FINANCIAL STATEMENT 2008 – 2009



#### AUDITORS' REPORT

To the Directors of  
The Canadian Council for Accreditation of Pharmacy Programs

We have audited the statement of financial position of The Canadian Council for Accreditation of Pharmacy Programs as at March 31, 2009 and the statement of operations and changes in net assets for the year then ended. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion of these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the company as at March 31, 2009, and the results of its operations and the changes in its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

A handwritten signature in black ink that reads 'Thomson Jasper &amp; Associates' in a cursive script.

Saskatoon, Saskatchewan  
May 25, 2009

CHARTERED ACCOUNTANTS

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THE CANADIAN COUNCIL FOR  
ACCREDITATION OF PHARMACY PROGRAMS

STATEMENT OF FINANCIAL POSITION

MARCH 31, 2009

	<u>2009</u>	<u>2008</u>
<b>Assets</b>		
Current assets		
Cash	\$ 16,098	\$ 154,235
Investments	50,000	110,000
Accounts receivable	3,839	4,119
Prepaid expenses	<u>-</u>	<u>4,402</u>
	69,937	272,756
Investments (Note 4)	<u>170,000</u>	<u>110,000</u>
	<u>\$ 239,937</u>	<u>\$ 382,756</u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable and accrued expenses	\$ 3,751	\$ 5,600
Deferred revenue (Note 5)	<u>-</u>	<u>161,000</u>
	3,751	166,600
<b>Unrestricted net assets</b>	<u>236,186</u>	<u>216,156</u>
	<u>\$ 239,937</u>	<u>\$ 382,756</u>

Approved on behalf of the Board

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See accompanying accounting policies and notes

THE CANADIAN COUNCIL FOR  
ACCREDITATION OF PHARMACY PROGRAMS  
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS  
YEAR ENDED MARCH 31, 2009

	<u>2009</u>	<u>2008</u>
<b>Revenue</b>		
Accreditation fees	\$ 182,600	\$ 109,900
Membership fees	45,000	56,250
Grants	12,805	25,527
Interest	7,308	5,829
Miscellaneous	-	25,557
	<u>247,713</u>	<u>223,063</u>
<b>Expenses</b>		
Administration fees	24,375	88,750
Bank charges and interest	597	-
Meetings and travel	13,346	17,147
Office	7,813	2,796
Pharmacy technician program (Note 6)	47,364	21,232
Professional fees	4,000	2,400
Rent (Note 7)	9,000	9,000
Salaries and benefits	106,740	-
Site visits	-	16,261
Travel - Executive Director	9,763	-
Website development	4,685	870
	<u>227,683</u>	<u>158,456</u>
<b>Excess of revenue over expenses</b>	<b>20,030</b>	<b>64,607</b>
Unrestricted net assets, beginning of year	<u>216,156</u>	<u>151,549</u>
<b>Unrestricted net assets, end of year</b>	<b>\$ <u>236,186</u></b>	<b>\$ <u>216,156</u></b>

See accompanying accounting policies and notes

**THE CANADIAN COUNCIL FOR  
ACCREDITATION OF PHARMACY PROGRAMS**

**NOTES TO FINANCIAL STATEMENTS**

**MARCH 31, 2009**

**1. DESCRIPTION OF OPERATIONS**

The Canadian Council for Accreditation of Pharmacy Programs is a non-profit organization incorporated in 1993 under the Canada Corporations Act. The Council assesses the quality of pharmacy programs in Canadian universities and Canadian technical pharmacy programs, and promotes continued improvement of educational programs.

**2. ACCOUNTING POLICIES**

**Financial instruments**

All financial instruments are initially recognized on the statement of financial position at their fair value and must be classified into one of the following categories: held-for-trading, available-for-sale, held-to-maturity, loans and receivables and other financial liabilities. Subsequent to their initial recognition, financial instruments continue to be measured at their fair value, except for accounts receivable and other financial liabilities as noted below.

**Held-for-trading**

The company has classified its cash and investments as held-for-trading financial assets. Changes in fair value of financial assets and liabilities that are classified as held-for-trading are recorded in the statement of financial position and are included in investment and interest income. Due to the nature of these assets, carrying value approximates fair value.

**Loans and receivables**

The company has classified its accounts receivable as loans and receivables, which are measured at amortized cost using the effective interest method.

**Other financial liabilities**

The company has classified its accounts payable and accrued expenses as other financial liabilities, which are measured at amortized cost using the effective interest method.

**Capital assets**

Capital assets are expensed in the year of acquisition. There were no capital assets purchased during the year (2008 - nil).



THE CANADIAN COUNCIL FOR  
ACCREDITATION OF PHARMACY PROGRAMS

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2009

2. ACCOUNTING POLICIES (CONT'D)

Recognition of revenue

The council follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

3. FINANCIAL INSTRUMENTS

Credit risk

The Council does not have any significant concentration of credit (with parties other than universities, colleges and professional associations).

Interest rate risk

The Council manages its portfolio investments based on its cash flow needs and with a view to optimizing its interest income.

4. INVESTMENTS

	<u>2009</u>	<u>2008</u>
Guaranteed Income Certificates	\$ 220,000	\$ 220,000
Less current portion	<u>50,000</u>	<u>110,000</u>
	<u>\$ 170,000</u>	<u>\$ 110,000</u>

The effective interest rate on the investments during the year varied from 3.00% to 4.00% (2008 - 2.33% to 4.00%). The average interest rate at the end of the year was 3.38% (2008 - 3.38%).

**THE CANADIAN COUNCIL FOR  
ACCREDITATION OF PHARMACY PROGRAMS**

**NOTES TO FINANCIAL STATEMENTS**

**MARCH 31, 2009**

**5. DEFERRED REVENUE**

The 2009 deficit budget (on a cash basis) was supported by deferred revenue reported in 2008 due to a change in the definition of "year" (from calendar to fiscal) for accreditation and member fees, resulting in a 15 month collection period in 2008. The change in member fee and accreditation fee "year", was approved by the Board at its June 2007 meeting.

**6. COMMITMENTS**

The Council entered into a license agreement with the Canadian Medical Association ("CMA") during 2008. \$10,000 was paid during the 2008 year-end for the right to use the CMA accreditation standard. A maintenance fee must be paid each year the Council continues to use the CMA accreditation standards. The fixed annual maintenance fee is \$2,000 (20% of the original fee).

**7. LEASE COMMITMENTS**

The Council leases premises under a one-year lease expiring July 31, 2009, renewable annually. The fixed minimum monthly rental payment is \$750.

**8. STATEMENT OF CASH FLOWS**

A statement of cash flows has not been included as the information provided by that statement is readily available in the statements as presented.