

**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**  
  
**2012-2013**



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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, 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, University of Waterloo, Qatar University and King Saud University.

2012-2013 marked the third year that accreditation fees were collected from accredited pharmacy technician programs in Canada. We acknowledge the support of all those programs which have been awarded an accreditation status.

Finally, CCAPP acknowledges, with sincere appreciation, the very generous support of the Pharmacy Examining Board of Canada (PEBC) which provided the Council with a major grant in 2012 - 2013.

## **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 pharmacy technician programs 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 technician 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, 2012 - 2013**

Association of Faculties of Pharmacy

Dr. Pierre Moreau – Montréal, QC

Dr. Lalitha Raman-Wilms – Toronto, ON

Prof. Carmen Vézina - Québec, QC

The Canadian Council for Accreditation of Pharmacy Programs

Dr. Louise Nasmith (*non-pharmacy academic appointee*) – Vancouver, BC

Dr. Wayne Hindmarsh (ex-officio) Toronto, ON

Canadian Pharmacists Association

Mr. Rick Siemens – Lethbridge, AB; replaced during the year by Ms. Karen

Wolfe – Toronto, ON

Canadian Society of Hospital Pharmacists

Ms. Patricia Macgregor – Toronto, ON

National Association of Pharmacy Regulatory Authorities

Mr. Marshall Moleschi – Vancouver, BC

Pharmacy Examining Board of Canada

Dr. Linda Suveges – Saskatoon, SK

## **CCAPP OFFICERS 2012- 2013**

President – Linda Suveges

President-Elect – Carmen Vézina

Past President – Patricia Macgregor

Executive Director - K. Wayne Hindmarsh

## **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, 2013

### **Canadian Programs**

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

Faculty of Pharmacy and Pharmaceutical Sciences

President            Dr. I. Samarasekera

Dean                Dr. J. Kehrer

***Baccalaureate in Pharmacy - Full Accreditation Status 2011 - 2017***

#### **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 2013 - 2019***

***Doctor of Pharmacy - Full Accreditation Status 2013 - 2019***

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

College of Pharmacy

President            Dr. T. Traves

Director            Prof. R. Caldwell

***Baccalaureate in Pharmacy - Full Accreditation Status 2010 - 2016***

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

Faculté de pharmacie

Recteur             Dr. D. Brière

Doyen                Dr. J. Lefebvre

***Baccalauréat en pharmacie - Full Accreditation Status 2012-2015***

***Doctorat en pharmacie - Provisional Accreditation Status 2012-2015***

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

Faculty of Pharmacy

President            Dr. D.T. Barnard

Dean                Dr. N. Davies

***Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2019***

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

President      Dr. G Kachanoski  
Director      Dr. L.R. Hensman

***Baccalaureate in Pharmacy - Full Accreditation Status 2010 - 2016***

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

Recteur      Dr. G. Breton  
Doyen      Dr. P. Moreau

***Baccalauréat en pharmacie - Full Accreditation Status 2008 - 2014***  
***Doctorat en pharmacie – Full Accreditation Status 2012 - 2018***

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

President      Dr. Ilene Busch-Vishniac  
Dean      Dr. D.S. Hill

***Baccalaureate in Pharmacy - Full Accreditation Status 2012 - 2016***

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

President      Dr. D. Naylor  
Dean      Dr. H. Mann

***Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2015***  
***Doctor of Pharmacy (Post Baccalaureate Program) - Full Accreditation Status 2013 – 2019***  
***Doctor of Pharmacy (as first professional degree) – Provisional Accreditation 2013-2016.***

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

President      Dr. F. Hamdullahpur  
Director      Dr.D. Edwards

***Baccalaureate in Pharmacy - Conditional Accreditation Status 2012 - 2015***



## International Programs

### **Qatar University, Doha, Qatar**

College of Pharmacy

President Dr. Sheikha Al-Misnad

Dean Dr. S. I. Khalifa (Acting Dean)

***Baccalaureate in Pharmacy - Full Accreditation Status  
2012 – 2018***

### **King Saud University, Riyadh SA**

College of Pharmacy

Rector Dr. Abdullah Alothman

Dean Dr. Y. Asiri

***Baccalaureate in Pharmacy – Provisional Accreditation Status  
2011-2012***

***Doctor of Pharmacy – Provisional Accreditation Status  
2013-2014***

## SITE VISITS AND ACCREDITATION DECISIONS, 2012 - 2013

### Canadian Programs

#### **University of Manitoba**

An on-site evaluation of the Faculty of Pharmacy was conducted October 22-24, 2012. The members of the site team were:

Dr. David Edwards  
University of Waterloo

Dr. Nese Yuksel  
University of Alberta

Dr. Louise Nasmith  
University of British Columbia

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

Mr. Ron Guse  
Observer, Manitoba Pharmaceutical Association

The CCAPP Board viewed the Faculty as having made significant accomplishments since the last site visit. These accomplishments included the move to a state-of-the-art building on the Bannatyne campus of the University, a strong commitment to a comprehensive program evaluation process, an updated curriculum along with a mapping process (that engages all faculty, ensuring that the AFPC educational outcomes are being met) a well-resourced skills laboratory which is preparing students for entry to practice, and support from the university and the Faculty for interprofessional education.

The Faculty has a highly qualified administrative team led by a committed Dean, Dr. Neal Davies.

The CCAPP Board were concerned that the financial status of the Faculty, which was identified during the last site visit, has not been fully resolved. In addition, faculty numbers appear minimal, leaving little capacity to deal with sabbatical leaves and upcoming strategic initiatives.

The Faculty is requested to provide CCAPP with annual updates on their financial picture and report on the impact of a pending reorganization of the health science faculties at the University of Manitoba.

On June 11, 2013, *“the Bachelor of Science in Pharmacy program of the Faculty of Pharmacy of the University of Manitoba was awarded the status of Full*

*Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the six year term, 2013-2019.*

## **University of British Columbia**

An on-site evaluation of the Faculty of Pharmaceutical Sciences was conducted November 5-7, 2012. Member of the site team were:

Dr. Dennis Gorecki  
University of Saskatchewan

Professor Susan Mansour  
Dalhousie University

Dr. Yvonne Shevchuk  
University of Saskatchewan

Ms. Patricia Macgregor  
Past-President, CCAPP

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

Ms. Suzanne Solven (Observer)  
Deputy Registrar, College of Pharmacists of British Columbia

The CCAPP Board viewed the Faculty as having made significant accomplishments since the 2005 site visit - including a new governance structure, increased faculty and staff complement, increased enrolment, increased financial resources, and improved communication. The Faculty has recently moved into a new state-of-the-art building that incorporates advanced technology, support for research, teaching and growth. The site team viewed the undergraduate curriculum as strong and mature. The Dean has put together a strong leadership team and through the dynamic, tenacious and strategic thinking of the Dean and his team, the profile of the Faculty has been enhanced within the University and beyond. The Dean had recently appointed an Associate Dean for Practice Innovation who will provide leadership around the increasing scope of pharmacists within British Columbia.

While there are committed, hardworking faculty and staff, there are a number of simultaneously occurring major activities and energy consuming projects that could lead to failure to execute and/or faculty and staff fatigue. An important example identified was program evaluation. This was put on hold due to competing priorities. There is also some uncertainty associated with new leadership and maintaining the momentum. The Faculty is in the midst of a Dean search.

To facilitate CCAPP's continuing quality improvement objective for pharmacy education in Canada, the university will be required to submit an interim progress report by March 31, 2016.

On June 11, 2013, *"The Doctor of Pharmacy program (Post Baccalaureate) of the Faculty of Pharmaceutical Sciences at the University of British Columbia was awarded the status of full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the six year term 2013-2019."*

On June 11, 2013, *"The Bachelor of Science in Pharmacy program of the Faculty of Pharmaceutical Sciences at the University of British Columbia was awarded the status of full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the six year term 2013-2019"*.

### **University of Toronto**

An on-site evaluation of the Leslie Dan Faculty of Pharmacy was conducted November 19-21, 2012. The members of the site team were:

Dr. Pierre Moreau  
University of Montreal, CCAPP Board Member

Dr. Linda Hensman  
Memorial University

Dr. Dion Brocks  
University of Alberta

Dr. Anne Marie Whelan  
Dalhousie University

Dr. Jim Blackburn  
Representing the Executive Director, CCAPP

Mr. Chris Leung (Observer)  
Ontario College of Pharmacists

The CCAPP Board noted strong support for the Faculty from central administration as well as support from the pharmacy community. The Dean and faculty are to be commended for the development of a new entry to practice pharmacy program, the establishment of clinician scientists and clinician educators, the excellent IPE inclusion within the curriculum (with the support from other Health Science Faculties), and for their continuing strong post-baccalaureate PharmD program.

There are a number of issues around the academic program which merit attention including program evaluation, subject integration, implementation, and practice

experience policies and procedures. Some program areas require assessment to address increased workload and efficiency.

To facilitate CCAPP's continuing quality improvement objective for pharmacy education in Canada, the university will be required to submit an interim progress report by March 31, 2015.

*On June 11, 2013, "the Bachelor of Science in Pharmacy program of the Leslie Dan Faculty of Pharmacy at the University of Toronto was awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the two year term, 2013-2015.*

*On June 11, 2013, "the Doctor of Pharmacy program (as the first professional degree) of the Leslie Dan Faculty of Pharmacy at the University of Toronto was awarded the status of Provisional Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the three year term, 2013-2016".*

*On June 11, 2013, "The Doctor of Pharmacy program (post-baccalaureate) of the Leslie Dan Faculty of Pharmacy at the University of Toronto was awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the six year term, 2013-2019".*

### **International Programs**

#### **Qatar University**

An on-site evaluation Doctor of Pharmacy of the College of Pharmacy was conducted December 4-5, 2012. The members of the site visit team were:

Dr. David Hill, Dean  
College of Pharmacy and Nutrition, University of Saskatchewan

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

The CCAPP Board acknowledged the support of university administration, and the excellent leadership within the College. There is also strong support within all hospitals within the Doha region. The leadership team is to be commended for the increased demand for pharmacy programs within the College and for their preceptor training and support. The architectural planning for a new building is well underway which will permit class size expansion of the College's programs and for possible inclusion of male undergraduate students.

The Pharm D program is capably led by Dr. Kerry Wilbur, a University of British Columbia graduate. The College is fortunate to have a combination of excellent

trained core clinical faculty, as well as adjunct clinical faculty, who deliver the program. The program represents an extension of the existing course series offered in the BSc (Pharm) program with advanced learning objectives reflecting the higher performance expectation of a graduate of a PharmD degree program. Each student is required to pass a comprehensive examination in the final semester. This is considered to be a summative assessment of the educational outcomes addressed by the program.

On June 11, 2013, the CCAPP Board decided to delay an accreditation award decision pending the outcome of a focussed visit of some portions of the baccalaureate curriculum, examinations, and practice experience. A decision on their accreditation status will hopefully be made before the end of the year.

### **King Saud University**

An on-site evaluation of the Doctor of Pharmacy program of the College of Pharmacy was conducted March 17-19, 2013. The members of the site team were:

Dr. David Hill  
University of Saskatchewan

Dr. Tom Brown  
University of Toronto

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

The CCAPP Board viewed the College as having instituted a number of positive changes since the visit in 2012. The College has definite strengths in human resources (has hired talented faculty), their leadership within the profession and the University, research expertise, and their clinical teaching sites. The Dean continues to be a dynamic force in providing leadership to the College, promoting curricular change aligned with a contemporary vision for the practice of pharmacy, and maintaining strong external relationships with important partners for the College. The College has established a number of initiatives related to continuous quality improvement and student engagement including a grievance committee, a student rights bylaw, an assessment committee, an experiential unit, the curriculum committee and the curriculum mapping project.

There were some items which need to be addressed. These items are not seen as being insurmountable but will take dedicated time to accomplish. There are other schools within the region which are now competing for faculty and preceptors providing some challenges, however King Saud University programs are strong and well supported.

On June 11, 2013 “*the Doctor of Pharmacy program of the College of Pharmacy at King Saud University was awarded an extension of Provisional status by the Canadian Council for Accreditation of Pharmacy Programs for one year term, (2013-2014).*”

# C C A P P

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

### Pharmacy Technician Programs Current Accreditation Award Status (updated June 2013)

Program	Location	Award	Conditions	Conditions / Additional Information	Effective Date	Term
Algonquin Careers Academy	Mississauga, ON	Probation	Yes		Apr 2013	Apr 2013– Sep 2013
Algonquin Careers Academy	Ottawa, ON	Provisional	Yes		Jul 1/12	Apr 2013—Sep 2013
Bow Valley College	Calgary, AB	Full		Dec 31, 2013 Report	Jan 1/13	Jan 2013 – Dec 2017
Cape Breton Business College	Sydney, NS	Provisional	None		July 1/10	Jul 2010 – Dec 2013
CDI College-Burnaby	Burnaby, BC	Provisional	None		July 1/11	Jul 2011 – Jun 2014
CDI College-Calgary City Centre	Calgary, AB	Provisional	None		Jan 1/11	Jan 2011 – Dec 2013
CDI College-Edmonton	Edmonton, AB	Provisional	Yes		Jan 1/13	Jan 2013 – Dec 2013
CJ Healthcare	Scarborough	Probation	Yes		July 1/13	July 2013- Dec 2013
Centennial College	Toronto, ON	Provisional	Yes	Jun 30, 2013 Report	July 1/08	Jul 2008 – Dec 2013
Collège Boréal	Sudbury, ON	Full	Yes	Dec 31, 2013 Report	Jan 1/13	Jan 2013 – Dec 2017
College of North Atlantic – Qatar	Doha, Qatar	Full	Yes	Dec 31, 2013 Report	Jan 1/13	Jan 2011– Dec 2018
Community College of New Brunswick, Campbellton	Campbellton, NB	Full	Yes	Dec 31, 2013 Report	Jan 1/13	Jan 2013 – Dec 2015
Cornwall Career College (Academy of Learning)	Cornwall, ON	Provisional			Jan 1/13	Accreditation expired June 2013
CTS Canadian Career College	Barrie, ON	Provisional	Yes		July 15/13	July 2013– June 2014



CTS Canadian Career College	North Bay, ON	Provisional	None		Jan 1/13	Jan 2013 – Dec 2013
CTS Canadian Career College	Sudbury, ON	Provisional	None		Jan 1/13	Jan 2013 – Dec 2013
Eastern College	Dartmouth, NS	Provisional	Yes		Jan 1/12	Jan 2012-Dec 2014
Fanshawe College of Applied Arts & Technology	London, ON	Full	Yes	Dec 31, 2013 Report	Jan 1/13	Jan 2013 – Dec 2015
Fleming College	Peterborough, ON	Provisional	Yes		Jan 1/12	Jan 2012-Dec 2013
Georgian College	Barrie, ON	Provisional	Yes		Jan1/12	Jan 2012-Dec 2014
Herzing College	Ottawa, ON	Provisional	None		April 1/10	Apr 2010 – Dec 2013
Herzing College	Winnipeg, Man	Provisional	Yes		Jan. 1, 2012	Jan 2012 – Dec 2014
Humber Institute of Technology & Advanced Learning	Toronto, ON	Full	None	Dec 31/13 Report	Jul 1, 2012	Jul 2012 - Jul 2017
Insignia College of Health and Business	Victoria, BC	Provisional	None		Jan 1/11	Jan 2011 – Dec 2013
Keyin College	Grand Fall/Windsor NFD	Qualifying			July 1/3	July 2013-Jun 2014
Kingston Learning Centre	Kingston, ON	Probation			Jul 1/13	Jul 2013 - Dec 2013
La Cité collégiale	Ottawa, ON	Full	Yes	Dec. 31/13 Report	Jan 1/13	Jan 2013 – Dec 2017
Lambton College	Sarnia, ON	Full	Yes	Dec 31/13 Report	Jan1/13	Jan 2013 – Dec 2017
Mohawk College of Applied Arts and Technology	Hamilton, ON	Full	Yes	Dec 31/13 Report	Jan 1/13	Jan 2013 – Dec 2017
MTI Community College	Surrey, BC	Provisional	None		Jul 1, 2011	Jul 2011 – Dec 2014
National Academy of Health and Business	Mississauga, ON	Probation	Yes		Jul 1, 2013	July 2013-Dec 2013
New Brunswick Community College	St. John, NB	Provisional	None		Jan 1, 2011	Jan 2011 – Dec 2013
New Brunswick Community College	Moncton	Provisional	Yes		Jul 1/13	Jul 2013 – June 2015
Niagara College of Applied Arts and Technology	Welland, ON	Full	None	Dec 31/13 Report	Jul 1/12	Jul 2012-Jun 2017
NorQuest College	Edmonton, AB	Full	None	Dec 31/13 Report	Jul 1/12	Jul 2012 – June 2017

Nova Scotia Community College	Dartmouth, NS	Provisional	None		Jul1/10	Jul 2010 – Dec 2014
Okanagan College	Kelowna, BC	Probation	Yes		Jul 1/13	Jul 2013 – Dec 2013
Oulton College	Moncton, NB	Provisional	None		Jul 1/10	Jul 2010 – Dec 2013
Red Deer College	Red Deer, AB	Full	Yes	Dec 31/13 Report	Jan 1/13	Jan 2013 – Dec 2017
Robertson College	Brandon, MB	Provisional	Yes	Dec 31/13 Report	Jan1/13	Jan 2013 – Dec 2014
Robertson College	Calgary, AB	Provisional	None		Jan 1/11	Jan 2011-Dec 2013
Robertson College	Winnipeg, MB	Provisional	Yes		July 1/11	Jul 2011 – Dec 2014
Saskatchewan Institute of Applied Science and Technology (Kelsey)	Saskatoon, SK	Full	None	Dec 31/13 Report	July1/12	Jul 2012 – June 2017
Sault College	Ste Saint Marie, ON	Provisional	None	July 1/13 Report	July 1/12	Jul 2012-June 2015
Selkirk College	Castlegar, BC	Full	Yes		Jul 1/13	Jul 2013 – Dec 2016
Sheridan Institute of Technology and Advanced Learning	Brampton, ON	Full	None	Dec 31/13 Report	Jul1/12	Jul 2012 – June 2017
St. Clair College of Applied Arts and Technology	Windsor, ON	Full	None	Dec 31/13 Report	Jul 1/12	Jul 2012 – June 2017
Thompson Career College	Kamloops, BC	Full	Yes	Dec 31/13 Report	Jan 1/13	Jan 2013 – Dec 2017
Vancouver Community College	Vancouver, BC	Provisional	None		Jul 1/11	Jul 2011 – Jun 2014
Westervelt College	London, ON	Provisional	None		April 1/10	April 2010 – Dec 2013
Winnipeg Technical College	Winnipeg, MB	Full	Yes	Dec 31/13 Report	Jan 1/13	Jan 2013 – Dec 2017

## **REPORT OF THE PRESIDENT**

### **Annual General Meeting – June 11, 2013**

The mission of the Canadian Council for Accreditation of Pharmacy Programs (CCCAP) is to evaluate the quality of Pharmacy Professional Degree programs in Canadian Universities and Pharmacy Technician programs at community, regional public colleges and private career colleges to provide feedback to support continued improvements of such programs. The Board of Directors is responsible for establishing accreditation standards, setting policy and managing the accreditation process. CCAPP has also expanded its accreditation activities in recent years to include select international programs.

During the past year, CCAPP conducted three Canadian university pharmacy accreditation site visits to the Universities of Manitoba, October 2012, British Columbia, November 2012, and Toronto, November 2012. Follow-up reviews were also conducted at Qatar University and King Saud University, along with a preliminary visit to Kuwait University, at their invitation.

The Standards Committee continued with another active year, developing information on the “weighting” of standards for both University and Pharmacy Technician programs, and decision tree diagrams to illustrate the decision-making process on accreditation status and number of years of accreditation to be granted. These will provide transparency regarding accreditation decisions, and will enable programs to understand the requirements. The Committee also developed descriptors for “probationary” status for Pharmacy Technician programs. Work was also undertaken to develop guidelines for teaching and assessment requirements and strategies for pharmacy calculations in Pharmacy Technician programs.

This was another busy year for Pharmacy Technician program reviews, resulting in several important questions for the Board regarding such issues as program length, level of academic performance in the area of pharmacy calculations, and how much pharmacist involvement should be required for programs. It is expected that the recommendations of the Standards Committee will remove some ambiguity from the Standards, but these issues will need continued monitoring. On behalf of the Board, I would like to thank Dave Malian for his continued dedication to the work of reviewing Pharmacy Technician programs and the Pharmacy Technician Standards.

As a result of legislative changes resulting in the introduction of The Canada Not-For-Profit Corporations Act, the By-Laws Committee worked with a lawyer to develop new By-Laws and to prepare the Articles of Continuance which will be submitted after this meeting.

Our Executive Director, Dr. K. Wayne Hindmarsh, Professor and Dean Emeritus of the Leslie Dan Faculty of Pharmacy at the University of Toronto continues to lead the Council with exemplary organization skills, communication, coordination and stamina for the many program visits conducted this year and has continued to foster stakeholder relations important to the mandate of CCAPP. His efforts and dedication are commendable. It is always a pleasure to work with him.

I would also like to recognize the considerable efforts of the members of the Board of Directors, Standards Committee and site visit teams for the incredible achievements over the past year and for their dedication, time commitment and professionalism. I extend a particular thank you to Susan Mansour, former Board Member and President who continued as Chair of the Standards Committee to help complete the work on both sets of standards.

I would also like to thank Patricia Macgregor on completion of her term on the Board, including the role of President. I welcome Marta Bozdek as the first representative from the Canadian Pharmacy technician Educators Association, a position that was created at our meeting last year.

It has been my pleasure to serve CCAPP as its President this past year and I look forward to working with the Board over the coming year.

Respectively submitted,

Linda Suveges, Ph.D.

## **Executive Directors Report – June 2013**

CCAPP activity remained strong during 2012-2013.

Accreditation visits were conducted at three Canadian Universities – University of Manitoba, the University of British Columbia and the University of Toronto. Follow-up reviews were conducted at two international programs – Qatar University and King Saud University. At the invitation of Kuwait University, a preliminary visit of their pharmacy program was conducted.

Twenty-four pharmacy technician programs were reviewed this year and there are 16 more programs to do before the end of 2013, plus any other site visits for those programs that are experiencing difficulty in meeting the Standards. While I personally was part of the visitation team of 13 of the Pharmacy technician programs, I must acknowledge the work of David Malian and his superb commitment in ensuring smooth review processes of these programs and for the hours he spends with program coordinators discussing issues they face. The addition of a Pharmacy Technician faculty member (CPTEA member) to the visitation teams has provided valuable input. We continue to see a number of challenges with some of the programs and for that reason the board, at their March meeting, agreed on a Probationary Status. This has created some extra work for the office but has definitely improved the outcome of these programs.

The following provides a brief update of CCAPP activities since our last annual meeting:

### Standards for Accreditation

The Standards Committee has been quite active during this past year. The need for more transparency in the accreditation process has led to the Committee recommending the weighting of Standards in both University and Pharmacy Technician Programs and the development of decision trees to assist the Board in determining the length and nature of the Award. The Standards Committee Chair will be providing more information on this during this meeting. The recommended process was presented to the Deans of Pharmacy at their February meeting. All were supportive with the direction being considered.

### Accreditation Activities – Canadian Degree Programs

CCAPP conducted three visits this past year: the baccalaureate pharmacy program at the University of Manitoba, the baccalaureate and PharmD programs at the University of British Columbia and the baccalaureate and PharmD programs at the University of Toronto. The team reports and any responses from these universities will be considered as part of our business later today.

The Universities of Ottawa and Moncton continue to plan for a potential new School. The latest correspondence indicates they believe it will happen and they have worked out an arrangement with the University of Montréal for use of their curriculum.

### Accreditation Activities – International Degree Programs

CCAPP conducted on-site visits of two International programs: The PharmD program at the College of Pharmacy at Qatar University and the PharmD program at College of Pharmacy at King Saud University in Riyadh, Saudi Arabia. This was the third visit to King Saud University and the fifth visit to Qatar University. Both programs are considered entry-level PharmD programs.

The Office has received other requests or letters of interest as a result of their governments/universities requesting improvement of their programs and alignment with those in North America.

- In September, Dr Pierre Moreau and I travelled to Kuwait University to review their Faculty of Pharmacy program. There was no indication they were interested in accreditation at this point in time.
- As a result of our visit to Beirut last year there has been an active exchange of correspondence seeking advice on how to improve certain components of their program. CCAPP connected them with Qatar University and I am pleased to report that the two universities are considering signing a memorandum of understanding. Faculty from Qatar and Beirut recently participated in OSCE training, provided by the University of Toronto, on the Qatar campus.
- Correspondence from the University of Queensland in Australia – interested in pursuing assessment of their program and becoming accredited since they have over 35 Canadian students studying at their University.

### Accreditation Activities – Pharmacy Technician Programs

There were two new applications this year – Robertson College in Brandon, MB and Keyin College in Grand Falls-Windsor, Nfld. One new application from Cape Breton decided to withdraw.

There continues to be issues with some of the programs which raise some interesting questions: Should the length of the programs be increased? Should we require an increase in pharmacist involvement in the teaching of the programs? The Standards Committee are recommending some changes in the Standards, as well as identifying critical standards (which must be met) to remove some of the perceived ambiguity. These changes could result in shorter lengths of Accreditation Awards with more follow-up visits. These issues would obviously have budget implications and will need to be closely monitored.

### **A breakdown of the numbers of schools (by province) which have received PT accreditation:**

British Columbia	7
Alberta	6
Saskatchewan	1
Manitoba	4
Ontario	24 (1 re-applying)

New Brunswick	4
Newfoundland	1
Nova Scotia	3
International (CNA-Qatar campus)	1
Total	51

#### Canadian Pharmacy Technician Educators Association (CPTEA)

CPTEA has informed us that Marta Bozdek will continue as the CPTEA representative on the Board. We appreciate CPTEA involvement on the Board, as members of site visit teams for the Pharmacy Technician Programs, and their involvement on ad hoc committees over the past year.

The assessment fee for each program was increased to \$30 this year.

#### The Canada Not-for-profit Corporations Act (NFP)

As mentioned last year, the new Canada NFP Act has established a new set of rules for federally incorporated not-for-profit corporations in Canada. The By-laws committee worked with a lawyer over the past year to bring us to the point of hopefully approving our new By-Laws at this meeting which will then be forwarded along with the Articles of Continuance.

#### American Council on Pharmaceutical Education (ACPE)

We appreciate our collaboration with ACPE. We are pleased the current President, Dr. Robert Beardsley, is attending our meetings this year. I attended their Board meetings in June of last year, and their International Commission Meeting in November.

In 2002 a Memorandum of Understanding was signed between ACPE and CCAPP which probably lost its relevancy due to Canada not approving the PharmD program as the entry-to-practice degree. With all Pharmacy programs now agreeing to offer the PharmD as the entry-to-practice degree by 2020 and with government approval for this degree in January for the Universities of Toronto and Waterloo, it may be time to consider signing a new Memorandum.

#### External Meetings Attended/Participated in on behalf of CCAPP

- National Association of Pharmacy Regulatory Authorities – participated in the Review of the Professional Competencies for Canadian Pharmacists at Entry to Practice and Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice – stakeholder input. The revised Competencies are currently out for stakeholder review.
- Canadian Pharmacists Association – national conference
- Canadian Society of Hospital Pharmacists – midyear meeting

- Association of Faculties of Pharmacy of Canada – Deans meeting
- Canadian Pharmacy Technician Educators Association – 2012 annual meeting. Presented an update on accreditation issues.
- Accreditation of Interprofessional Health Education – participated in Phase 3 development.
- Association of Accrediting Agencies of Canada – participated in their annual meeting.
- Canadian Association of Pharmacy Technicians – presented at their National Professional Development program (Pharmacist/Technician Collaboration in Patient Safety).
- Meetings with the Ministry of Training, Colleges and Universities (Ontario) – specifically dealing with Pharmacy Technician programs. These meetings resulted in support for our accreditation award decisions and also provided them with opportunities to observe some of our accreditation on-site visits.
- Later in June I will be presenting at the AFPC- Canadian Pharmacy Education and Research Conference, the Canadian Association of Pharmacy Technicians Manitoba conference and the 2013 Canadian Pharmacy Technician Educators Association Conference which also in Manitoba.

As we look forward to 2013-2014 it will be necessary for CCAPP to consider ways to obtain useful yearly updates from the Pharmacy Technician programs; to work with CPTEA to improve the outcomes of these programs; to provide templates for document presentation and to perhaps have a face-to face meeting with our Accreditation Committee for Pharmacy Technician Programs to discuss overarching issues with the accreditation process.

In closing, I offer my sincere appreciation to our President Dr. Linda Suveges for her guidance during this past year and for her leadership, particularly with respect to the pharmacy technician portfolio. To the rest of the executive and members of the Board - thank you for your continual support and dedication to the work of CCAPP. It has been a busy, but productive year.

Respectively submitted,



K. Wayne Hindmarsh



## 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 and then Dr. David Hill until July, 2010.

CCAPP is composed of representatives appointed by 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, the Pharmacy Examining Board of Canada and the Canadian Pharmacy Technician Educators. There is also a non-pharmacy member on the Council. The board of directors are responsible for establishing the accreditation standards, setting policy and managing the accreditation process.

CCAPP currently accredits 15 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.

There are currently 51 Pharmacy Technician programs who have been granted accreditation status through CCAPP.

### **Accreditation Standards**

Accreditation standards define the required structures, processes and outcomes expected of the institution applying for CCAPP recognition. The new 2013 version of the CCAPP Standards (for University programs) contains 35 standards in four broad categories: standards for Institution Setting and Governance; standards for Resources; standards for the Students; and standards for the Academic Program.

The Standards for Accreditation of Pharmacy Technician Programs in Canada (2012 and revised in July 2013) contains 17 standards in the following categories: Institutional Commitments, Program Vision, Mission and Goals, Organization Structure, Governance and Coordination, Instructional Faculty and Support Personnel, Learning Resources, Physical Facilities and Equipment, and Academic Policies and Student Services.

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 by 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 university every six to eight 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.

Since the Pharmacy Technician programs are new, the site visits are more frequent with five years being the maximum award that can be received.

## **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**

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**The Canadian Council for Accreditation  
of Pharmacy Programs  
Annual Financial Statements**

March 31, 2013

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**Millard, DesLauriers & Shoemaker LLP**

**Chartered Accountants**

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A member of IAPA•BHD Association with affiliated offices across  
Canada and internationally

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# The Canadian Council for Accreditation of Pharmacy Programs

## Financial Information

March 31, 2013

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Statement of Operations and Changes in Net Assets	4
Statement of Cash Flows	5
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# Millard, DesLauriers & Shoemaker LLP

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Chartered Accountants, Licensed Public Accountants

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## Independent Auditors' Report

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

We have audited the accompanying financial statements of The Canadian Council for Accreditation of Pharmacy Programs, which comprise the statement of financial position as at March 31, 2013 and the statements of operations and changes in net assets 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 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 judgement, 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.



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# Millard, DesLauriers & Shoemaker LLP

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Chartered Accountants, Licensed Public Accountants

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## *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Canadian Council for Accreditation of Pharmacy Programs as at March 31, 2013, and its operations and its cash flows for the year then ended in accordance with accounting standards for not-for-profit organizations.

## *Other Matter*

Without modifying our opinion, we draw attention to Note 2 to the financial statements which describes that The Canadian Council for Accreditation of Pharmacy Programs adopted accounting standards for not-for-profit organizations on April 1, 2012 with a transition date of April 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statement of financial position as at March 31, 2012 and April 1, 2012, and the statement of operations and changes in net assets and the statement of cash flows for the year ended March 31, 2012 and related disclosures. We were not engaged to report on the related comparative information, and as such, it is unaudited.

*Millard, DesLauriers & Shoemaker LLP*

Toronto, Canada  
June 6, 2013

Chartered Accountants, Licensed Public Accountants

# The Canadian Council for Accreditation of Pharmacy Programs

## Statement of Financial Position

As at March 31

	March 31, 2013	March 31, 2012 (Unaudited) (Note 2)	April 1, 2011 (Unaudited) (Note 2)
<b>Assets</b>			
Current			
Cash	\$ 70,183	\$ 161,122	\$ 90,883
Accounts receivable (Note 6)	9,589	3,844	6,654
Prepaid expenses	5,258	14,694	3,791
Investments - current portion (Note 7)	<u>152,788</u>	<u>152,725</u>	<u>-</u>
	237,818	332,385	101,328
Investments - long term portion (Note 7)	<u>253,360</u>	<u>151,275</u>	<u>300,000</u>
	<u>\$ 491,178</u>	<u>\$ 483,660</u>	<u>\$ 401,328</u>
<b>Liabilities</b>			
Current			
Accounts payable and accrued liabilities (Note 8)	\$ 5,375	\$ 21,215	\$ 16,670
Deferred revenue	<u>32,421</u>	<u>28,285</u>	<u>-</u>
	37,796	49,500	16,670
<b>Equity</b>			
Unrestricted net assets	<u>453,382</u>	<u>434,160</u>	<u>384,658</u>
	<u>\$ 491,178</u>	<u>\$ 483,660</u>	<u>\$ 401,328</u>

Approved on behalf of the Board:

\_\_\_\_\_

Director

\_\_\_\_\_

Director

See accompanying notes to the financial statements.

# The Canadian Council for Accreditation of Pharmacy Programs

## Statement of Operations and Changes in Net Assets

For the Year Ended March 31

2013

2012

(Unaudited)  
(Note 2)

Revenue		
Accreditation fees	\$ 288,560	\$ 271,150
Membership fees	54,900	53,820
Grant	5,000	5,000
Investment income	10,811	4,490
	<u>359,271</u>	<u>334,460</u>
Expenses		
Administration fees	29,080	24,180
Insurance	7,756	7,375
Interest and bank charges	328	479
Meetings and travel	32,207	41,711
Office	19,157	21,916
Professional fees	4,420	3,400
Rent	9,000	9,000
Site visits	111,182	65,162
Travel - Executive Director	17,698	5,533
Wages and employee benefits	109,221	104,901
Website	-	1,301
	<u>340,049</u>	<u>284,958</u>
Excess of revenue over expenses	19,222	49,502
Unrestricted net assets, beginning of year	434,160	384,658
Unrestricted net assets, end of the year	<u>\$ 453,382</u>	<u>\$ 434,160</u>

See accompanying notes to the financial statements.

# The Canadian Council for Accreditation of Pharmacy Programs

## Statement of Cash Flows

For the Year Ended March 31

	2013	2012
		(Unaudited) (Note 2)
<b>Cash flows from (for) operating activities</b>		
Excess of revenue over expenses	\$ 19,222	\$ 49,502
Net changes in non-cash working capital balances related to operations:		
Investments	(102,148)	(4,000)
Accounts receivable	(5,745)	2,810
Prepaid expenses	9,437	(10,904)
Accounts payable and accrued liabilities	(15,841)	4,546
Deferred revenue	4,136	28,285
	<u>(90,939)</u>	<u>70,239</u>
<b>Cash flow from investing activities</b>	<u>-</u>	<u>-</u>
<b>Cash flow from financing activities</b>	<u>-</u>	<u>-</u>
Increase (decrease) in cash for the year	(90,939)	70,239
Cash, beginning of the year	161,122	90,883
Cash, end of the year	<u>\$ 70,183</u>	<u>\$ 161,122</u>
Supplementary information		
Interest paid	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to the financial statements.

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# The Canadian Council for Accreditation of Pharmacy Programs

## Notes to Financial Statements

March 31, 2013

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### 1. Nature of Operations

The Canadian Council for Accreditation of Pharmacy Programs (the "Council") 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.

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### 2. Adoption of Canadian Accounting Standards for Not-For-Profit Organization

Effective April 1, 2011, the Council adopted the Canadian Institute of Chartered Accountants ("CICA") new Canadian Accounting Standards for Not-for-Profit-Organization ("ASNFP"). These are the Council's first financial statements prepared in accordance with ASNFP. The transitional provisions of ASNFP Section 1501, *First Time Adoption* have been applied with retrospective application of new accounting standards, with certain elective exemptions and limited retrospective exemptions.

The accounting policies set out in the following significant accounting policy note have been applied in preparing the financial statements for the year ended March 31, 2013, March 31, 2012 and the opening ASNFP statement of financial position at April 1, 2011 (the Council's date of transition).

The Council issued financial statements for the year ended March 31, 2012 that were prepared using Canadian generally accepted accounting principles prescribed by CICA Handbook - XFI ("Previous GAAP"). The adoption of ASNFP resulted in no adjustments to the previously reported assets, liabilities, equity, net excess of revenue over expenditures and cash flows of the Council.

#### Accounting Standards for Not-For-Profit Organizations

Canadian ASNFP Handbook Section 1501 *First-time Adoption* of ASNFP sets forth guidance for the initial adoption of ASNFP. Under Section 1501 the standards are applied retrospectively at the transitional statement of financial position date with all adjustment to assets and liabilities taken to accumulated surplus unless certain exemptions are applied. The Council has applied none of the available exemptions to its opening statement of financial position dated April 1, 2011.

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### 3. Significant Accounting Policies

#### (a) Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

#### (b) Cash

Cash consists of bank deposits held with financial institutions. There are no restrictions on cash held by the Council.

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# The Canadian Council for Accreditation of Pharmacy Programs

## Notes to Financial Statements

March 31, 2013

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### 3. Significant Accounting Policies (continued)

(c) Investments

Investments consist of Guaranteed Investment Certificates ("GIC's") held with the Bank of Montreal. GIC's maturing within the next twelve months have been classified as short-term.

(d) Capital Expenditures

Items of a capital nature are expensed in the year of acquisition. This policy is considered appropriate for not-for-profit organizations where the acquisition of capital items is incorporated within the annual budgeting process and annual revenues are less than \$500,000. Capital expenditures for the year amounted to Nil (2012 - \$1,957).

(e) Revenue Recognition

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.

Investment income is recognized at the time when interest has been earned.

(f) Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the period. Actual results could differ from these estimates.

Significant estimates made by management include the allowance for doubtful accounts.

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### 4. Financial Risk Management

The significant financial risks to which the Organization is exposed to are credit risk, liquidity risk, market risk, currency risk, interest rate risk, and other price risk. There has been no change in the risk exposure of the Organization from the prior period.

(a) Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss or the other party by failing to discharge an obligation. The Organization is subject to credit risk through accounts receivable. Accounts receivable are subject to normal industry credit risks.

The Organization performs regular credit assessments of its customers and provides allowances for potentially uncollectible accounts receivable, when considered appropriate.

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# The Canadian Council for Accreditation of Pharmacy Programs

## Notes to Financial Statements

March 31, 2013

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#### 4. Financial Risk Management (continued)

(b) Liquidity Risk

Liquidity risk is the risk that the Council will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Organization's exposure to liquidity risk is dependent on providing assessments to its members, collection of accounts receivable, and raising of funds to meet commitments and sustain operations. Cash flow from operations provides sufficient resources to meet the Council's cash requirements. The Organization's primary lender is a single federally regulated Canadian financial institution. There has been no change to the risk exposures from 2012.

(c) Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

(i) Currency Risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rate. The Council is not subject to foreign exchange risk as none of its financial instruments are denominated in foreign currencies.

(ii) Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Council is not exposed to interest rate risk arising from fluctuations in interest rates as its term deposits are at a fixed rate and would not be affected unless reinvested.

(iii) Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Council is not subject to other price risk.

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#### 5. Fair Value of Financial Assets

The carrying values of cash, accounts receivable, and investments approximate their fair value because of the short-term nature of such instruments.

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### 6. Accounts Receivable

Accounts receivable consist of:

	<u>2013</u>	<u>2012</u>
Accounts receivable	\$ 9,589	\$ 3,844
Allowance for doubtful accounts	-	-
	<u>\$ 9,589</u>	<u>\$ 3,844</u>

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### 7. Investments

	<u>2013</u>	<u>2012</u>
Guaranteed income certificates	\$ 406,148	\$ 304,000
Less: current portion	<u>152,788</u>	<u>152,725</u>
	<u>\$ 253,360</u>	<u>\$ 151,275</u>

The effective interest rate on the investments during the year varied from 0.85% to 2.00% (2012 0.85% to 2.30%). The average interest rate for the year was 2.66% (2012 - 1.48%).

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### 8. Accounts Payable and Accruals

Accounts payable and accruals consist of:

	<u>2013</u>	<u>2012</u>
Accounts payable and accrued liabilities	\$ 3,700	\$ 3,700
Government remittances	<u>1,675</u>	<u>17,515</u>
	<u>\$ 5,375</u>	<u>\$ 21,215</u>

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### 9. Capital Disclosures

The Council considers its capital to be the balance maintained in its Unrestricted Net Assets. The balance on March 31, 2013 is \$453,382 (2012: \$434,160). The primary objective of the Council is to invest its capital in a manner that will allow it to continue as a going concern and comply with its stated objectives. Capital is invested under the direction of the Board of Directors of the Council with the objective of providing a reasonable rate of return, minimizing risk and ensuring adequate liquid investments are on hand for current cash flow requirements. The Council is not subject to any externally imposed requirements of its capital.

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