

**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**  
  
**2013-2014**



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## **ACKNOWLEDGEMENTS**

CCAPP acknowledges the wonderful financial support provided by its participating member agencies through their annual membership fees: 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.

Accreditation fees have been collected from accredited technician programs in Canada since 2008-2009. 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 2013 - 2014.

## **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, 2013 - 2014**

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

Ms. Karen Wolfe – Toronto, ON

Canadian Pharmacy Technician Educators Association

Ms. Marta Bozdek, Toronto, ON

Canadian Society of Hospital Pharmacists

Dr. Donna Woloschuk – Winnipeg, MB

National Association of Pharmacy Regulatory Authorities

Mr. Marshall Moleschi – Toronto, ON

Pharmacy Examining Board of Canada

Dr. Linda Suveges – Saskatoon, SK

## **CCAPP OFFICERS 2013- 2014**

President – Carmen Vézina

President-Elect – Pierre Moreau

Past President – Linda Suveges

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, 2014.

### **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. M. Coughtrie

***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. R. Florizone

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. C. Marra  
***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. Gordon Barnhart (Interim)  
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. M. Gertler  
Dean      Dr. H. Boon  
***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. A. El-Kadi

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

***Doctor of Pharmacy – Full Accreditation Status 2014-2018***

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

College of Pharmacy

Rector Dr. Abdullah Alothman

Dean Dr. Y. Asiri

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

## **SITE VISITS AND ACCREDITATION DECISIONS, 2013 - 2014**

### **Canadian Programs**

#### **University of Saskatchewan**

There were no full reviews scheduled for the Canadian University programs in 2013-2014. However, a focussed half-day visit was conducted at the University of Saskatchewan on September 30, 2013. Prior to the visit the Dean Hill provided the team (Dr. Louise Naismith, Dr. Pierre Moreau and K. W. Hindmarsh) with an updated progress report of their accomplishments since the review in 2011.

This follow-up visit clearly demonstrated that the College has made progress on several of the previously partially met standards.

The Board recommended that the Pharmacy Program at the University of Saskatchewan have their Conditional Status removed and that they be placed back on Full Accreditation status with the understanding that there is need to continue working on faculty-wide engagement and a system for program evaluation.

### **International Programs**

#### **Qatar University**

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 focused visit was held on November 10-11, 2013 in order to assess issues related to the student performance in Board examinations. Drs. Pierre Moreau and Wayne Hindmarsh conducted the visit on behalf of the CCAPP Board.

A number of positive initiatives had been put in place:

- The development of their own 'PEBC-type of Qualifying Examination'. It will be important to ensure that the breath and challenge are similar to PEBC.
- The inclusion of more case studies on examinations – some of these are integrated cases.
- The introduction of more complex cases as the program evolves and especially in the fourth year.
- Improvements to their skills laboratories related to dispensing competencies.
- The development of regular OSCE assessment throughout the program with standardized patients, for which they are taking a national leadership role.

- The development of a template to standardize patient care teaching and learning.
- Better integration of the Canadian Pharmacy legislation in case studies and how it relates to pharmacy practice in Qatar.

The College has made progress on several fronts. They have addressed the issues which were a cause for concern. The Board recommended The Pharmacy programs at Qatar University be taken off conditional status and that the baccalaureate and PharmD programs be awarded full accreditation until 2018 with updates to be provided in April of 2015 and 2017 outlining changes that have been made and the evidence of the impact of the changes.

### **King Saud University**

An on-site evaluation of the Doctor of Pharmacy program of the College of Pharmacy in 2014 was been delayed until September 2014.

### **King Faisal University**

An on-site evaluation of the Doctor of Pharmacy program of the College of Clinical Pharmacy was conducted December 8-9, 2013. The members of the site visit team were:

Dr. Pierre Moreau, Dean  
Faculté de pharmacie, Université de Montréal

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 of all hospitals within the region providing strong experiential learning environments. The College has developed collaborations with South Carolina College of Pharmacy and the Department of Pharmacy at the Medical University of South Carolina. The College plans to move to a new facility in July 2014. The university has received tenders for equipment (including Clinical Skills laboratory) and will start simulation laboratories in the fall of 2014. The Pharmacy Practice Department has OSCE's approved as a mode of assessment in a number of courses.

The College is committed to moving the program forward and to be one of the leading Colleges of Pharmacy.

The increasing interest in international accreditation was discussed by the CCAPP Board, NAPRA and PEBC. The Board approved in principle the following motion:

*International Accreditation – CCAPP*

- *Because of the differences in scope of practice of the profession within other jurisdictions, in the pharmacy laws and regulations, and in the practice experiences of the students, CCAPP adds the term International to any level of accreditation conferred to a school of pharmacy based outside of Canada. The implication of this International CCAPP award for graduates toward future licensure or registration as a pharmacist or pharmacy technician in Canada will be subject to additional requirements of the Canadian provincial pharmacy regulatory authorities and the Pharmacy Examining Board of Canada.*

*Bearing in mind the above implications, if requested, CCAPP may consider the following:*

- *Performing benchmarking studies and other forms of evaluation of international programs, which does not lead to an accreditation outcome.*
- *In selected cases, after an initial evaluation, CCAPP may conduct a site review for the purposes of an accreditation award. This award is determined through the same accreditation processes used by CCAPP within Canada – involving an application, a full self-assessment by the school utilizing the Accreditation Standards for the First Professional Degree in Pharmacy Programs (January 2013), an on-site visit, a written report, and determination of accreditation award by the CCAPP Board.*

The Board recommended that:

*The Doctor of Pharmacy (PharmD) program at King Faisal University be awarded Conditional International Accreditation Status.*

The term of this award is two years, July1, 2014-June 30, 2016.

# 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 JUNE, 2014)

Program	Location	Award	Conditions	Conditions / Additional Information	Effective Date	Term
Algonquin Careers Academy	Mississauga, ON	Full	Yes		Jul 2014	Jul 2014–Jun 2017
Algonquin Careers Academy	Ottawa, ON	Full	Yes		Jul 1/14	Jul 2014- Jun 2019
Bow Valley College	Calgary, AB	Full		Dec 31, 2013 Report	Jan 1/13	Jan 2013 – Dec 2017
Cape Breton Business College	Sydney, NS	Provisional			Jul 1/14	Jul 2014 – Jun 2015
CDI College-Burnaby	Burnaby, BC	Probationary	Yes		July 1/14	Jul 2014 – Dec 2014
CDI College-Calgary City Centre	Calgary, AB	Provisional	Yes		Jul 1/14	July 2014-June 2015
CDI College-Edmonton	Edmonton, AB	Provisional			Jul 1/14	Jul 2014 – June 2015
CJ Healthcare	Scarborough	Accred withdrawn			Mar 31, 2014	Accreditation expired March 31, 2014
Centennial College	Toronto, ON	Full	None		Jan 1/14	Jan 2014 – Dec 2018
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	Accred withdrawn			Jan 1/13	Accreditation expired June 2013
CTS Canadian Career College	Barrie, ON	Full			July 1/14	July 2014– June 2019

CTS Canadian Career College	North Bay, ON	Full	None		Jan 1/14	Jan 2014 – Dec 2018
CTS Canadian Career College	Sudbury, ON	Full	None		Jan 1/14	Jan 2014 – Dec 2018
Eastern College	Halifax, NS	Provisional	Yes		Jan 1/12	Jan 2012-Dec 2014
Eastern College – Fredericton	Fredericton, NB	Provisional	Yes		Jul 1/14	July 2014-June 2015
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 2014
Georgian College	Barrie, ON	Provisional	Yes		Jan1/12	Jan 2012-Dec 2014
Herzing College	Ottawa, ON	Conditional	Yes		July 1/14	Jul 2014 – Dec 2014
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	Yes		Jul 1/14	Jul 2014– June 2015
Keyin College	Grand Fall/Windsor NFD	Provisional	Yes		July 1/14	July 2014-Jun 2015
Kingston Learning Centre	Kingston, ON	Provisional	Yes		Jan 1/14	Jan 2014 - Dec 2014
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	Full	None		Jan 1, 2014	Jan 2014 – Dec 2018
National Academy of Health and Business	Mississauga, ON	Provisional	None		Jan 1, 2014	Jan 2014-Dec 2014
New Brunswick Community College	St. John, NB	Provisional			Jul 1, 2014	Jul 2014 – Jun 2015
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	Full	None		Jul1/14	Jul 2014 – Jun 2019
Okanagan College	Kelowna, BC	Provisional	Yes		Jan 1/14	Jan 2014 – Dec 2014
Oulton College	Moncton, NB	Full	Yes		Jan 1/14	Jan 2014 – Dec 2016
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	Full	Yes		Jan 1/14	Jan 2014-Dec 2016
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	Full	Yes		Jul 1/14	Jul 2014 – Jun 2017
WCI Westervelt College	London, ON	Full	None		Jan 1, 2014	Jan 2014-Dec 2018
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 5, 2014**

The mission of the Canadian Council for Accreditation of Pharmacy Programs (CCAP) 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, none of our accredited Canadian University degree programs was due for a complete review by CCAPP. However, CCAPP conducted two focused site visits, one to Saskatchewan University and one to Qatar University. Following these visits, the accreditation status of both universities was moved from conditional to full accreditation. In addition, a first site visit was performed to King Faisal University, Saudi Arabia, and the visit report will be presented and discussed at the Board of Directors' meeting. Finally, the accreditation status of Laval University was moved from probationary to provisional after having provided their strategic plan and progress report that were due earlier in 2013.

Regarding the accreditation of Pharmacy Technician programs, it has been a very busy year. More than 30 site visits were conducted since June 2013. Decisions about the accreditation status for many of them were made at the December 2013 teleconference. Here is a summary of the decisions taken at this meeting: five programs were awarded a five-year full accreditation status, three programs, a three-year full accreditation status, five programs obtained provisional accreditation, five programs were put on a probationary status and, finally, the accreditation of two programs has been withdrawn. For the other programs evaluated after December 2013, decisions will be made at this Board of directors' meeting. Five programs will be considered for obtaining provisional accreditation status, six programs for full accreditation status, two for qualifying accreditation status and a recommendation of extending provisional accreditation of one program will be made.

The Standards Committee continued with another active year, meeting face to face twice. The most significant topics discussed have been:

- Potential involvement of CCAPP in accreditation of university-based Continuing Professional Development programs;
- International accreditation and the possibility of different levels of accreditation;
- Revision of the decision tree used for the Pharmacy technician programs decisions;
- Revised version of the Standards for Accreditation of Pharmacy Technician Programs in Canada;
- Planning of a workshop for Pharmacy technician programs in order to give them an opportunity to share on "Best practices";
- Drafting of a *Conflict of interest policy*.



It has also been an active year for external relations with diverse stakeholders. A *Memorandum of Understanding* was signed in July 2013 between ACPE and CCAPP. Discussions with CCEPP, AFPC and CCAPP on accreditation of university-based Continuing Professional Development programs have been initiated. CCAPP agreed to be involved in future discussions with CHPRB about Specialty Residencies and two Board members were designated as CCAPP's formal link with CHPRB.

A strategic planning meeting was held this year and gave to Board members the opportunity to discuss more in depth about certain items and orientations that CCAPP want to focus on.

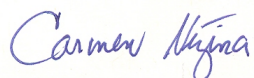
Dr. K. Wayne Hindmarsh, Professor and Dean Emeritus of the Leslie Dan Faculty of Pharmacy at the University of Toronto, has continued to serve as our Executive Director, leading the Council in an efficient and accountable manner. I would like to emphasize his commendable skills in organization and communication and I warmly thank him for his dedication to CCAPP and for all the work that has been done this year, in particular the numerous site visits for Pharmacy Technician programs' evaluation. I am sure that all Board members agree with me that it is a pleasure to work with him.

I would also like to recognize the significant efforts of the Board of Directors' members, of the Standards Committee's members and of the site visit teams and I thank everyone for their dedication to CCAPP, time commitment and professionalism. Particular thanks go to Susan Mansour, former Board Member and President who continued to chair the Standards Committee and to David Malian for his amazing work in coordinating **Pharmacy Technician Programs Accreditation's activities. It would have been impossible to conduct more than 30 Pharmacy technician program site visits without his valuable contribution.**

Finally, I would like to thank Linda Suveges on completion of her term on the Board. She has always been a committed member and she contributed a lot to the discussions at the Board meetings with her pertinent comments. She also served as CCAPP's President last year and she has been sitting on the Executive Committee for the past three years.

It has been my pleasure to serve CCAPP as its President this past year and I thank you all for your support. As you know, my term as AFPC appointee is ending with this meeting. So I would like to thank AFPC for their confidence in me.

Respectfully submitted,



Carmen Vézina

## **REPORT OF THE EXECUTIVE DIRECTOR**

Annual General Meeting – June 5, 2014

I am pleased to present the report of the executive director for the 2013-2014. This past year has followed the pattern of recent years with several initiatives continuing and starting – all with the purpose of ensuring transparency and improvement of our accreditation and follow-up processes. The following is a brief update on the activities of CCAPP since our June 2013 annual meeting in Toronto.

### **Accreditation Activities – Canadian Degree Programs**

Although no site visits were scheduled this past year, the executive recommended a focused visit of one program which was placed on conditional status. This was conducted in September. The site-team recommended that the pharmacy program should have the conditional status removed and be placed on Full accreditation.

There are two regular accreditation site visits planned for the degree programs in Canada this fall.

### **Accreditation Activities – Pharmacy Technician Programs**

There were 30 Pharmacy Technician site visits this past year. Without the superb assistance of David Malian this would have been a daunting task. Besides the CCAPP staff, the visitation team always includes a Pharmacy Technician Coordinator and a member of the Regulatory Body. Occasionally the provincial ministry also sends a representative (in Ontario).

There are some schools moving their programs forward, while others seem content with the 'status quo'. We have had to withdraw accreditation from a few and award probationary status to others. Probationary status has had a positive impact on most of the programs as they are begin to realize the importance of accreditation and that it is something that must be taken seriously. Some 'surprise' visits were conducted on programs on probationary status.

CCAPP organized the first 'Best Practices Conference' which was held on May 31 in conjunction with the Canadian Pharmacy Technician Educators Association (CPTTEA) conference. Topics included presentations and round-table discussions on:

- How to write a self-study
- How to design your laboratory to mimic community and hospital pharmacy
- How to design your curriculum

- Mapping of your curriculum to the National Association of Pharmacy Regulatory Authorities (NAPRA) competencies and CPTEA educational outcomes
- Interprofessional Education
- The use of 'Coach's Eye' Technology
- Zero Tolerance in Calculations
- The importance of the Pharmacy Advisory Committees

The Standards Committee has made a number of changes to the Accreditation Standards Document in an attempt to clarify some of the issues noted during the on-site visits. This year an annual reporting mechanism was put in place to maintain up-to-date information on each program.

We currently have 48 Pharmacy Technician Programs with some new ones being considered – one in Fredericton NB, Toronto ON, and Lac La Biche AB.

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

British Columbia	7
Alberta	5 (down from 6 last year)
Saskatchewan	1
Manitoba	4
Ontario	22 (down from 24 last year)
New Brunswick	4
Newfoundland	1
Nova Scotia	3
International (CNA-Qatar campus)	1
<b>Total</b>	<b>48</b>

### **Accreditation Standards**

I would like to thank the Standards Committee, capably chaired by Professor Susan Mansour, for their work on maintaining the improvements on both the University and Technician documents. Documents to aid the site-visit teams are also in development.

### **International Activities**

A focused site visit was held at Qatar University and a full site visit at King Faisal University (College of Clinical Pharmacy). We continue to get receive inquiries from other international programs. CCAPP arranged for a meeting with NAPRA and PEBC to determine how best to proceed with future international requests. This will be discussed further during our upcoming agenda.

## **Strategic Planning**

A strategic planning day was held in February. I personally would like to thank the members of the Board for their participation. This was just a beginning and it is important to have such sessions on a more regular basis. So much is changing, particularly related to the educational programs within our Universities. All Schools are now planning for the implementation of the PharmD degree.

## **CCAPP Member Relations**

I continue to commit to maintaining and strengthening CCAPP relations with member organizations and key stakeholders. I believe it is important to take advantage of opportunities or invitations to update them on CCAPP initiatives and to collaborate on activities advancing the interests of pharmacy education. Some of the interactions or presentations this year included:

- Canadian Pharmacy Education and Research Conference (June 2013)
- Canadian Association of Pharmacy Technicians meetings (June 2013, May 2014)
- Canadian Pharmacy Technician Educators Association annual meetings (June 2013, May 2014)
- The American Association of Pharmacy Technicians (August, 2013)
- Presentation on Canadian Accreditation to Faculty of pharmacy at Valparasio University, Chile (August, 2013)
- Presentation to faculty of pharmacy at Universidad Andrés Bello Facultad de Medicina, Santiago, Chile (August, 2013)
- International Pharmaceutical Federation (FIP) educational section (September 2013)
- Academic Institutional Membership of FIP – Chair this section of FIP and plan the annual meeting agendas.
- Ontario Ministry of Education – Private Career College Branch
- Canadian Society of Hospital Pharmacist – BC Branch (March, 2014)
- National Association of Pharmacy Regulators
- Pharmacy Examining Board of Canada (PEBC)
- Blueprint for Pharmacy – presented by David Malian
- Association of Accrediting Agencies of Canada (December 2013, May 2014)

## **In Conclusion**

It has been a pleasure working with President Carmen Vézina, the executive and all Board members. You all contribute significantly to CCAPP and to upholding the mission of our organization. To Professor Vézina and Dr. Suveges I offer, on behalf of us all, our very best wishes. You will be missed but we will keep your contact information!

Respectfully 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. Dr. Wayne Hindmarsh was appointed following Dr. Hill.

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 Association. 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 the 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 Canadian CCAPP accredited school 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. Because of the differences in scope of practice of the profession within other jurisdictions, in the pharmacy laws and regulations, and in the practice experiences of the students, CCAPP adds the term International to any level of accreditation conferred to a school of pharmacy based outside of Canada. The implication of this International CCAPP award for graduates toward future licensure or registration as a pharmacist or pharmacy technician in Canada will be subject to additional requirements of the Canadian provincial pharmacy regulatory authorities and the Pharmacy Examining Board of Canada.

There are currently 50 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. Minor revisions to these Standards were made in 2014.

The Standards for Accreditation of Pharmacy Technician Programs in Canada (2012 and revised in July 2013 and 2014) contains 16 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 program 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 Accreditation Standards for the First Professional Degree in Pharmacy Programs.
  - (c) Strategic Plan – detailing the school's plans for the next five-year period. It focuses on 'where the school wants to go and how they plan to get there'.
2. A site visit evaluation for a 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 to the 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 eight years. Thus, an ongoing cycle of self-assessment, strategic planning and external review is established within each Pharmacy School.

### **Pharmacy Technician Programs**

For pharmacy technician programs a similar process to that of the University programs is followed. Three documents are required:

1. An application
  2. A Self-Assessment report
  3. A strategic plan
- A site visit of the program is conducted by a three-member team, composed of a CCAPP representative, a pharmacy technician coordinator, and the CCAPP executive director. 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.
  - A final report on the school/college is prepared and provided to the Accreditation Committee for Accreditation of Pharmacy Technician Programs (ACPTP) which recommends an accreditation status for consideration by the CCAPP board of directors.
  - The board of directors makes a decision on the appropriate accreditation status to be granted to the pharmacy technician program and determines the time period and/or any conditions to be associated with the accreditation award.
  - The school is 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 five years. Thus, an ongoing cycle of self-assessment, strategic planning and external review is established within each Technician program.

## 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 up to an eight-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 are required to submit at least one interim progress report, normally at the midpoint of the accreditation period, i.e. after three-four 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.

### **Pharmacy Technician Programs**

All reports from the pharmacy technician program site visits are referred to the CCAPP Accreditation Committee for Pharmacy Technician Programs Accreditation (ACPTP). The ACPTP is responsible for reviewing the evaluation report and, with the assistance of CCAPP staff, make a recommendation for an accreditation award. This recommendation is then forwarded to the CCAPP board which is responsible for making the final award determination. The possible award decisions for the board are:

#### **Clear Provisional Award**

No core criteria that are in non-compliance, and there are few or no significant areas of non-compliance in any of the other criteria.

#### **Provisional Award with Conditions**

There is only one or two criterion in non-compliance in areas that is not likely to impact the quality of the academic program in the short term. Few other criteria are in significant non-compliance. The repair of the non-compliant criteria can be

remedied relatively quickly. Conditions may also apply to core criteria that the program has not yet demonstrated that it can deliver the criteria consistently or with sustained permanence. Once the condition has been repaired in the manner specified by CCAPP, the condition notation will be removed from the accreditation award.

### **Decision Deferred**

A program that has one or more core criteria in non-compliance in areas of the standards that are likely to have significant impact on the quality of the academic program. The program will also have other criteria that are deficient. The program will be given specific instructions on what repairs are necessary to bring the criteria into compliance, the dates by which any defects must be repaired, and the specific evidence that must be presented to CCAPP to confirm any corrective actions.

Normally a deferred decision will be eligible for re-review of the application with 12 months of the initial deferral date. Programs that do not successfully attain Provisional or Full status upon re-review must submit a new application for accreditation if it intends to continue to pursue CCAPP accreditation. A new application cannot be made until at least one year has lapsed after the original decision that accreditation has been denied.

### **Probationary Accreditation**

A program that has been accredited and subsequently fails to comply with the standards may be given probationary accreditation status. A period of six months is given for the institution to show cause why the probationary status should be rescinded or to present sufficient evidence of improvement to warrant restoration of provisional or full accreditation status. Should the institution not demonstrate a commitment to rectifying the deficiencies during the six-month period, the program will no longer be accredited and a new application form for future accreditation must be submitted by the program.

If probationary status is deemed necessary, CCAPP will inform the Provincial Body responsible for approval of Private Career Colleges and the Provincial Pharmacy Regulatory Association of this decision and will post on the CCAPP website that the program is currently on probation. The institution will be required to submit a monthly update on the status of the deficiencies that placed the program on probation. An unannounced visit by CCAPP and Ministry officials may occur at any time during the probationary period at the program's expense.

### **Accreditation Denied**

A program that has several core criteria in non-compliance and significant weaknesses in many of the other criteria. The self-study and the site visit indicate that the program and its personnel have not prepared its operation with the quality of a program that would be necessary in order to meet national accreditation standards. While the phase 1 review of the application for

accreditation by the CCAPP office is intended to ensure that all programs that proceed to a site visit are at a quality of their state of development that would minimize the likelihood of an “accreditation denied” decision, there may be serious deficiencies in a program that are not identified in the initial review of the self-study and are only first evident to CCAPP during a site visit.

## **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 or College/School (Pharmacy Technician programs) 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 \_\_\_\_.”*

*“The Pharmacy Technician Program of the (insert your preferred name for reference to the College) has been awarded the status of (Qualifying, Provisional, Full, Conditional, Probationary) Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a (length in months or years) term from \_\_\_\_\_ 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, 2014

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**Millard, DesLauriers & Shoemaker LLP**

**Chartered Accountants**

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, 2014

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Statement of Operations and Changes in Net Assets	4
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Notes to Financial Statements	6 - 9

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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, 2014 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, 2014, and its operations and its cash flows for the year then ended in accordance with accounting standards for not-for-profit organizations.

*Millard, DesLauriers & Shoemaker LLP*

Toronto, Canada

Chartered Accountants, Licensed Public Accountants

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# The Canadian Council for Accreditation of Pharmacy Programs

## Statement of Financial Position

As at March 31

2014

2013

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### Assets

#### Current

Cash	\$ 108,239	\$ 70,183
Amounts receivable (Note 5)	14,408	9,589
Prepaid expenses	6,056	5,258
Investments - current portion (Note 6)	152,550	152,788

281,253      237,818

Investments - long term portion (Note 6)      266,233      253,360

\$ 547,486      \$ 491,178

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### Liabilities

#### Current

Accounts payable and accrued liabilities (Note 7)	\$ 4,302	\$ 5,375
Deferred revenue	-	32,421

4,302      37,796

### Equity

Unrestricted net assets      543,184      453,382

\$ 547,486      \$ 491,178

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Approved on behalf of the Board:

\_\_\_\_\_

Director

See accompanying notes to the financial statements.



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# The Canadian Council for Accreditation of Pharmacy Programs

## Statement of Operations and Changes in Net Assets

For the Year Ended March 31

2014

2013

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Revenue		
Accreditation fees	\$ 316,738	\$ 288,560
Membership fees	46,200	54,900
Grant	5,000	5,000
Investment income	8,486	10,811
	<hr/>	<hr/>
	376,424	359,271
Expenses		
Administration fees	31,400	29,080
Insurance	7,884	7,756
Interest and bank charges	522	328
Meetings and travel	34,723	32,207
Office	10,240	19,157
Professional fees	4,900	4,420
Rent	11,250	9,000
Site visits	63,085	111,182
Travel - Executive Director	11,546	17,698
Wages and employee benefits	111,072	109,221
	<hr/>	<hr/>
	286,622	340,049
Excess of revenue over expenses	89,802	19,222
Unrestricted net assets, beginning of year	453,382	434,160
Unrestricted net assets, end of the year	<hr/> <hr/>	<hr/> <hr/>
	\$ 543,184	\$ 453,382

See accompanying notes to the financial statements.

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# The Canadian Council for Accreditation of Pharmacy Programs

## Statement of Cash Flows

For the Year Ended March 31

2014

2013

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### Cash flows from (for) operating activities

Excess of revenue over expenses	\$ 89,802	\$ 19,222
Net changes in non-cash working capital balances related to operations:		
Investments	(12,636)	(102,148)
Amounts receivable	(4,819)	(5,745)
Prepaid expenses	(798)	9,437
Accounts payable and accrued liabilities	(1,072)	(15,841)
Deferred revenue	(32,421)	4,136
	<u>38,056</u>	<u>(90,939)</u>

### Cash flow from investing activities

- -

### Cash flow from financing activities

- -

Increase (decrease) in cash for the year	38,056	(90,939)
Cash, beginning of the year	70,183	161,122
Cash, end of the year	<u>\$ 108,239</u>	<u>\$ 70,183</u>

### Supplementary information

Interest paid	\$ -	\$ -
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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, 2014

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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. 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.

#### (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 (2013 - \$NIL).

#### (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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# The Canadian Council for Accreditation of Pharmacy Programs

## Notes to Financial Statements

March 31, 2014

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### 3. Financial Risk Management

The significant financial risks to which the Council 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 Council 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 Council is subject to credit risk through amounts receivable. Accounts receivable are subject to normal industry credit risks.

The Council performs regular credit assessments of its members and provides allowances for potentially uncollectible amounts receivable, when considered appropriate.

(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 Council'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 Council's primary lender is a single federally regulated Canadian financial institution.

(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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# The Canadian Council for Accreditation of Pharmacy Programs

## Notes to Financial Statements

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#### 4. Fair Value of Financial Instruments

The Council initially measures its financial assets and liabilities at fair value. The Council subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in operations.

Financial assets measured at amortized cost include cash, amounts receivable and investments. Financial liabilities measured at amortized cost consist of accounts payable and accrued liabilities.

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#### 5. Amounts Receivable

Amounts receivable consist of:

	<u>2014</u>	<u>2013</u>
Amounts receivable	\$ 14,408	\$ 9,589
Allowance for doubtful accounts	-	-
	<u>\$ 14,408</u>	<u>\$ 9,589</u>

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#### 6. Investments

	<u>2014</u>	<u>2013</u>
Guaranteed income certificates	\$ 418,783	\$ 406,148
Less: current portion	<u>152,550</u>	<u>152,788</u>
	<u>\$ 266,233</u>	<u>\$ 253,360</u>

The effective interest rate on the investments during the year varied from 1.30% to 2.00% (2013 0.85% to 2.00%). The average interest rate for the year was 2.03% (2013 - 2.66%).

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#### 7. Accounts Payable and Accruals

Accounts payable and accruals consist of:

	<u>2014</u>	<u>2013</u>
Accounts payable and accrued liabilities	\$ 4,302	\$ 3,702
Government remittances	-	1,673
	<u>\$ 4,302</u>	<u>\$ 5,375</u>

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# The Canadian Council for Accreditation of Pharmacy Programs

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### 8. Capital Disclosures

The Council considers its capital to be the balance maintained in its Unrestricted Net Assets. The balance on March 31, 2014 is \$543,184 (2012: \$453,382). 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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### 9. Commitments

The Council leases its premises subject to a lease expiring June 30, 2016. Under the terms of the lease, the Council pays a monthly base rent of \$1,000. Future minimum annual payments (excluding taxes) under the lease are as follows:

2015	\$ 12,000
2016	12,000
2017	12,000