

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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ANNUAL REPORT

and

DIRECTORY OF ACCREDITED PROGRAMS

2017-2018



TABLE OF CONTENTS

	<u>Page</u>
Acknowledgements.....	4
CCAPP Mission, Vision and Goals.....	5
CCAPP Membership and Board of Directors 2017-2018.....	6
CCAPP Officers 2017 – 2018.....	6
Directory of CCAPP Accredited University Programs.....	7
University Site Visits and Accreditation Decisions 2017 – 2018.....	10
- University of Montreal.....	10
- University of Alberta	10
- King Faisal University	11
- Beirut Arab University.....	11
- Qatar University	11
Directory of CCAPP Accredited Pharmacy Technician Programs	12
Pharmacy Technician Site Visits and Accreditation Decisions 2017-2018.....	14
- Bow Valley College.....	14
- Collège Boréal Sudbury and Toronto.....	14
- Manitoba Institute of Technology and Trade.....	15
- Red Deer College.....	15
- Stenberg College (Kamloops).....	15
- Lambton College.....	15
- La Cité Collégiale.....	15
- Okanagan College.....	15
- CDI College (Edmonton).....	16
- Mohawk College.....	16
- New Brunswick Community College (Saint John).....	16
- Selkirk College.....	16
- Stenberg College (Surrey).....	16
- Keyin College – (Grand Falls-Windsor).....	16
Report of the President – Mr. Jeff Whissell.....	17
Report of the Executive Director – Dr. K. Wayne Hindmarsh.....	24
<u>Appendix 1</u> – The CCAPP Accreditation Program.....	21
- Introduction	
- Accreditation Standards	

- Significance of Accreditation
- Accreditation as an Agent for Change

The Accreditation Process (Degree and Technician Programs).....28

Accreditation Decision 30

Stages of Accreditation.....31

- Pre-Accreditation
- Qualifying Accreditation
- Provisional Accreditation

Accreditation Award Decisions.....32

- Accreditation
- Conditional Accreditation
- Probationary Accreditation
- Withdrawal of Accreditation

Site Visit Cycle 34

Progress Report.....34

Continuation of Accreditation Status 36

Reference to Accreditation Status 37

Implementation of New Standards..... 37

Appendix 2 – The CCAPP Audited Financial Statement 2017-2018..... 38

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, and the International Accredited Schools - Beirut Arab University, King Abdulaziz University, King Faisal University, and Qatar University.

CCAPP also acknowledges the financial support provided by the accredited Pharmacy Technician Programs through their annual accreditation fees and their support for a Canadian Pharmacy Technician Educator position on the Board. A list of the accredited schools is found later in this report. In 2017-2018 there were 41 accredited programs across Canada.

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 2017 – 2018 which provided assistance towards our Strategic Planning initiatives.

CCAPP MISSION, VISION and GOALS

The **Mission** of The Canadian Council for Accreditation of Pharmacy Programs is “to grant accreditation awards to Pharmacy and Pharmacy Technician programs that meet the Standards set by CCAPP and to promote continued improvement of those educational programs”.

Our **Vision** is “to be a world leader in pharmacy program accreditation”.

The **Goals** of the Council are:

- (a) To formulate the educational, scientific, and professional principles and standards that an accredited school, college or faculty of pharmacy or pharmacy technician program is expected to meet, and to 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 that requests the approval of this corporation.
- (c) To publish a list of approved 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 and faculties of pharmacy and pharmacy technician programs that have been approved maintain the required standards and to withdraw approval of any school, college or faculty failing to maintain standards formulated by the corporation.
- (e) To assist in the advancement and improvement of pharmaceutical education.

CCAPP MEMBERSHIP AND BOARD OF DIRECTORS, 2017 – 2018

Association of Faculties of Pharmacy of Canada

Dr. Chantal Pharand – Montreal, QC

Dr. David Edwards – Waterloo, ON

The Canadian Council for Accreditation of Pharmacy Programs

Dr. Nick Busing (*non-pharmacy academic appointee*) – Ottawa, ON

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

Canadian Pharmacists Association

Ms. Iris Krawchenko, Hamilton, ON

Canadian Pharmacy Technician Educators Association

Ms. Marta Bozdek, Toronto, ON

Canadian Society of Hospital Pharmacists

Dr. Donna Woloschuk – Calgary, AB

National Association of Pharmacy Regulatory Authorities

Mr. Sam Lanctin – Moncton, NB

Pharmacy Examining Board of Canada

Mr. Jeff Whissell – Edmonton, AB

CCAPP OFFICERS 2017- 2018

President – Jeff Whissell

President-Elect – Chantal Pharand

Past President – Donna Woloschuk

Executive Director - K. Wayne Hindmarsh

Coordinator Pharmacy Technician Programs – Cathy Schuster

DIRECTORY OF CCAPP ACCREDITED UNIVERSITY 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, 2018**. (Please note that as of July 2017, the term Full Accreditation is no longer used. It has been replaced with Accreditation [for a specified number of years]).

Canadian Programs

University of Alberta, Edmonton, Alberta

Faculty of Pharmacy and Pharmaceutical Sciences

President Dr. D. Turpin

Dean Dr. N. Davies

Baccalaureate in Pharmacy - Accreditation Status 2018 – 2022

Doctor of Pharmacy for B.Sc. (Pharm) Students – Provisional Accreditation Status 2018-2022

Doctor of Pharmacy (PharmD – Entry Level) – Provisional Accreditation Status 2018-2023.

The University of British Columbia, Vancouver, British Columbia

Faculty of Pharmaceutical Sciences

President Dr. S. J. Ono

Dean Dr. M. Coughtrie

Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2020

Doctor of Pharmacy (Post-Baccalaureate)- Full Accreditation Status 2013 - 2019

Doctor of Pharmacy (entry-level) – Provisional Accreditation Status 2015-2020

Dalhousie University, Halifax, Nova Scotia

College of Pharmacy

President Dr. R. Florizone

Director Prof. S. Mansour

Baccalaureate in Pharmacy - Full Accreditation Status 2016 - 2020

Université Laval, Québec City, Québec

Faculté de pharmacie

Recteur Dr. D. Brière

Doyen Dr. J. Lefebvre

Baccalauréat en pharmacie - Full Accreditation Status 2012-2015

Doctorat en pharmacie - Full Accreditation Status 2015-2020

The University of Manitoba, Winnipeg, Manitoba
College of Pharmacy

President Dr. D.T. Barnard
Dean Dr. L. Raman-Wilms

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
Dean Dr. Shawn Bugden

Baccalaureate in Pharmacy – Accreditation Status 2017-2021
Doctor of Pharmacy Program (entry-Level) - Provisional Accreditation Status 2017-2021

Université de Montréal, Montréal, Québec
Faculté de pharmacie

Recteur Dr. G. Breton
Doyen Dr. L. Lalonde

Doctorat en pharmacie – Accreditation Status 2018 - 2022

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

President Dr. P. Stoicheff
Dean Dr. K. Wasan

Baccalaureate in Pharmacy - Accreditation Status 2017 – 2021
Entry Level Pharm.D. – Provisional Accreditation Status 2017-2021

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 - 2017
Doctor of Pharmacy (Post Baccalaureate Program) - Full Accreditation Status 2013 – 2019
Doctor of Pharmacy (entry-level) – Full Accreditation Status - 2016-2019.

University of Waterloo, Waterloo, Ontario
School of Pharmacy

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

Doctor of Pharmacy – Full Accreditation Status 2015-2021.

International Programs

Beirut Arab University, Beirut, Lebanon
Faculty of Pharmacy

President Professor A. G. El-Adawi
Dean Professor A. El-Lakany

Bachelor of Pharmacy – International Accreditation Status 2018-2022

King Faisal University, Al Ahsa, SA
College of Clinical Pharmacy

President Dr. M. Al-Oahli
Dean Dr. Bandar E. Aldhubiab

Doctor of Pharmacy – International Accreditation Status 2018-2022

King Abdulaziz University, Jeddah, SA
Faculty of Pharmacy

President Professor A.O.Al-Youbi
Dean Professor H. Asfour

Doctor of Pharmacy – International Accreditation Status 2017-2023

Qatar University, Doha, Qatar
College of Pharmacy

President Dr. Hassan Rashid Al-Derham
Dean Dr. M. Diab

Baccalaureate in Pharmacy – International Accreditation Status 2018-2023

Doctor of Pharmacy (entry-level) – International Accreditation Status 2018-2023.

SITE VISITS AND ACCREDITATION DECISIONS 2017-2018

Canadian University Programs

University of Montreal

An on-site evaluation of the Faculté de pharmacie was conducted on November 21-23 2017.

On the basis of the Board's review the following was approved:

On June 22, 2018 Le programme de doctorat en pharmacie of the Faculté de pharmacie at the Université de Montréal was awarded Accreditation Status by the Le Conseil canadien de l'agrément des programmes de pharmacie for a four year term 2018-2022'.

The Faculté de pharmacie will provide CCAPP with a progress report on the Partially Met and Not Met Standards and any other substantive changes by May 15, 2019.

University of Alberta

An on-site evaluation of the Faculty of Pharmacy and Pharmaceutical Sciences was conducted on March 4-7, 2018.

On the basis of the Board's review the following was approved:

On March 29, 2018, the Bachelor of Science in Pharmacy program of the Faculty of Pharmacy and Pharmaceutical Sciences at the University of Alberta has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Program for a four year term 2018-2022.

On March 29, 2018, the Doctor of Pharmacy program for BSc (Pharm) students of the Faculty of Pharmacy and Pharmaceutical Sciences at the University of Alberta has been awarded Provisional Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a four year term 2018-2022.

On March 29, 2018, the entry-level Doctor of Pharmacy program of the Faculty of Pharmacy and Pharmaceutical Sciences at the University of Alberta has been awarded Provisional Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year term 2018-2023.

The Faculty will provide CCAPP with an interim progress report by March 31, 2020 addressing the Partially Met or Not Met Standards as well as any other substantive changes.

International University Programs

King Faisal University

An on-site evaluation of the Doctor of Pharmacy program of the College of Pharmacy at King Faisal University was conducted on October 16-17, 2017.

On the basis of the review the Board approved the following:

On December 14, 2017, the Doctor of Pharmacy Program of the College of Pharmacy at King Faisal University has been awarded International Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year term, 2018-2022.

A yearly report will be provided identifying any program changes in relation to the status of the Standards that are in force at that time.

Beirut Arab University

An on-site evaluation of the Bachelor of Pharmacy program of the Faculty of Pharmacy at Beirut Arab University was conducted on October 30-31, 2017.

On the basis of the review, the board approved the following:

On December 17, 2017, the Bachelor of Pharmacy Program of the Faculty of Pharmacy at Beirut Arab University has been awarded International Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year term 2018-2022.

A yearly report will be provided identifying any program changes in relation to the status of the Standards that are in force at that time.

Qatar University

An on-site evaluation of the Bachelor of Science in Pharmacy and Doctor of Pharmacy programs of the College of Pharmacy at Qatar University was conducted on May 13-14, 2018.

On the basis of the review, the Board approved the following:

On June 22, 2018, the Bachelor of Science in Pharmacy program of the College of Pharmacy at Qatar University has been awarded International Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year term 2018-2023.

On June 22, 2018, *the Doctor of Pharmacy program of the College of Pharmacy at Qatar University has been awarded International Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year term 2018-2023.*

A yearly report will be provided identifying any program changes in relation to the status of the Standards that are in force at that time.

DIRECTORY OF CCAPP ACCREDITED PHARMACY TECHNICIAN PROGRAMS

The following Colleges offer pharmacy technician 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, 2018**. (Please note that as of July 2017, the term Full Accreditation is no longer used. It has been replaced with Accreditation [for a specified number of years]).

Canadian Pharmacy Technician Programs

- 1. Algonquin Careers Academy** – Ottawa, Ontario – Full Accreditation Status July 2014 –June 2019
- 2. Algonquin Careers Academy** – Mississauga, Ontario – Full Accreditation Status July 2014-June 2022
- 3. Bow Valley College** – Calgary, Alberta - Accreditation Status January 2018-December 2022
- 4. CDI College** – Burnaby, British Columbia – Full Accreditation Status January 2016-December 2019
- 5. CDI College** – Edmonton, Alberta – Accreditation Status July 2018-June 2021
- 6. Centennial College** – Toronto, Ontario - Full Accreditation Status January 2014-December 2018
- 7. Collège Boréal** - Sudbury, Ontario - Accreditation Status January 2018-April 30, 2019
- 8. Collège Boréal** – Toronto, Ontario – Accreditation Status January 2018-April 30, 2019
- 9. Collège Communautaire du Nouveau-Brunswick** – Campbelton, New Brunswick – Full accreditation Status January 2016-December 2019
- 10. CTS Canadian Career College** – North Bay, Ontario – Full Accreditation Status January 2014-December 2018
- 11. Eastern College** – Halifax, Nova Scotia – Full Accreditation Status – January 2017-December 2021
- 12. Georgian College** – Barrie, Ontario – Full Accreditation Status – January 2015-December 2019
- 13. Fanshawe College of Applied Arts & Technology** – London, Ontario – Full Accreditation Status - January 2016 – December 2020

14. **Fleming College** – Peterborough, Ontario – Full Accreditation Status – January 2015-December 2019
15. **Humber Institute of Technology & Advanced Learning** – Toronto, Ontario – Accreditation Status – July 2017 –June 2022
16. **Keyin College** – Grand Falls-Windsor, Newfoundland – Accreditation Status –July 2018 – June 2021
17. **Keyin College** – St. John`s, Newfoundland – Provisional Accreditation Status – May 2017-December 2018
18. **Kingston Learning Centre** – Kingston, Ontario – Full Accreditation Status – January 2017 – December 2020
19. **La Cité collégiale** – Ottawa, Ontario – Accreditation Status - January 2018 – December 2022
20. **Lambton College** – Sarnia, Ontario – Accreditation Status – January 2018 – December 2022
21. **Manitoba Institute of Trades and Technology** – Winnipeg, Manitoba – Accreditation Status – January 2018 – December 2019
22. **Mohawk College of Applied arts and Technology** – Hamilton, Ontario – Accreditation Status – July 2018 – June 2023
23. **National Academy of Health and Business** – Mississauga, Ontario – Full Accreditation Status – January 2017 – December 2020
24. **New Brunswick Community College** – Moncton, New Brunswick – Full Accreditation Status – July 2016-June 2021
25. **New Brunswick Community College** – Saint John, New Brunswick – Provisional Accreditation Status effective June 22, 2018
26. **Niagara College of Applied Arts and Technology** – Welland, Ontario – Accreditation Status – July 2017 – June 2022
27. **Norquest College** – Edmonton, Alberta – Accreditation Status – July 2017 – June 2021
28. **Nova Scotia Community College** – Dartmouth, Nova Scotia – Full Accreditation Status – July 2014 – June 2019
29. **Okanagan College** – Kelowna, British Columbia – Full Accreditation Status – January 2017-December 2020
30. **Oulton College** – Moncton, New Brunswick – Full Accreditation Status – January 2014 – December 2018
31. **Red Deer College** – Red Deer, Alberta – Accreditation Status – January 2018 – December 2022
32. **Robertson College** – Calgary, Alberta – Full Accreditation Status – January 2017 – December 2019
33. **Robertson college** – Winnipeg, Manitoba – Full Accreditation Status – January 2015 – December 2019
34. **Saskatchewan Polytechnic Saskatoon Campus** – Saskatoon, Saskatchewan – Accreditation Status – July 2017 – June 2019
35. **Selkirk College** – Castlegar, British Columbia – Accreditation Status – July 2018 – June 2020 (one year program); Provisional Accreditation Status effective June 22, 2019 (fifteen month program).

- 36. Sheridan Institute of Technology and Advanced Learning** – Brampton, Ontario – Accreditation Status – July 2017 – June 2021
- 37. St. Clair College of Applied Arts and Technology** – Windsor, Ontario – Accreditation Status – July 2017 – June 2020
- 38. Stenberg College** – Kamloops, British Columbia – Accreditation Status – January 2018 – December 2022
- 39. Stenberg College** – Surrey, British Columbia – Provisional Accreditation Status effective June 22, 2018
- 40. Vancouver Community College** – Vancouver, British Columbia – Full Accreditation Status – July 2014 – June 2019
- 41. Westervelt College** – London, Ontario - Full Accreditation Status – January 2014 – December 2018.

International Pharmacy Technician Schools

- 1. College of North Atlantic** – Doha, Qatar – Full International Accreditation – July 2015 – December 2018

PHARMACY TECHNICIAN SITE VISITS AND ACCREDITATION DECISIONS - 2017-2018

Canadian programs:

- ***Based on the reviews conducted during the Fall of 2017, the Board approved the following:***

Bow Valley College, Calgary, AB

On December 14, 2017, the Pharmacy Technician Program of Bow Valley College has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy programs for a five year term, January 2018-December 2022.

Collège Boréal, Sudbury and Toronto, ON

On December 14, 2017, the Pharmacy Technician Program of Collège Boréal in Sudbury Ontario has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs a one year period January 2018-December 2018.

On December 14, 2017, the Pharmacy Technician Program of Collège Boréal in Toronto Ontario has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs a one year period January 2018-December 2018.

On March 29, 2018, the Accreditation status of both programs was extended to April 30, 2019 to allow for the currently enrolled students to complete their programs. The programs will no longer be offered after April 30, 2019.

Manitoba Institute of Technology and Trade – Winnipeg, MB

On December 14, 2017, the Pharmacy Technician Program of MITT in Winnipeg, Manitoba has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a two year period, January 1, 2018 – December 31, 2019.

Red Deer College, Red Deer, AB

On December 14, 2017, the Pharmacy Technician Program of Red Deer College in Red Deer, Alberta has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period, January 1, 2018 – December 31, 2022.

Stenberg College, Kamloops, BC

On December 14, 2017, the Pharmacy Technician Program of Stenberg College in Kamloops, BC has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period, January 1, 2018 – December 31, 2022.

Lambton College, Sarnia, ON

On December 14, 2017, the Pharmacy Technician Program of Lambton College in Sarnia, ON has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period, January 1, 2018 – December 31, 2022.

La Cité Collégiale, Ottawa, ON

On December 14, 2017, the Pharmacy Technician Program of La Cité Collégiale in Ottawa, ON has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period, January 1, 2018 – December 31, 2022.

Okanagan College, Kelowna, BC

On March 29, 2016 the Board approved that the Accreditation Status of the Pharmacy Technician Program at Okanagan College be extended for two more years from January 2019 to December 31, 2020.

- ***Based on the reviews conducted during the Spring of 2018, the Board approved the following:***

CDI Edmonton, Edmonton, AB

On June 22, 2018, the Pharmacy Technician Program of CDI Edmonton in Edmonton, Alberta has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a three year period, July 1, 2018 –June 30, 2021.

Mohawk College, Hamilton, ON

On June 22, 2018, the Pharmacy Technician Program of Mohawk College in Hamilton, Ontario has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period, July 1, 2018 –June 30, 2023.

New Brunswick Community College, Saint John, NB

On June 22, 2018, the Pharmacy Technician Program of NBCC in Saint John, New Brunswick has been awarded Provisional Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs effective June 22, 2018.

Selkirk College – Castlegar, BC

On June 22, 2018, the one year Pharmacy Technician Program of Selkirk College in Castlegar, BC has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a two year period, July 1, 2018 –June 30, 2020.

On June 22, 2018, the fifteen month Pharmacy Technician Program of Selkirk College in Castlegar, BC has been awarded Provisional Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs effective June 22, 2018.

Stenberg College, Surrey, BC

On June 22, 2018, the Pharmacy Technician Program of Stenberg College in Surrey, BC has been awarded Provisional Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs effective June 22, 2018.

Keyin College, Grand Falls-Windsor, NFLD

On June 22, 2018, the Pharmacy Technician Program of Keyin College in Grand Falls-Windsor, NFLD has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a three year period, July 1, 2018 –June 30, 2021.

REPORT OF THE PRESIDENT

Annual Board Meeting

June 22, 2018

The Canadian Council for Accreditation of Pharmacy Programs continues to grow and evolve and the past year has been year has seen continued progression of the organization. Over the course of the last year CCAPP was able to refresh its strategic plan, conduct the accreditation of many pharmacy and pharmacy technician programs, and complete several important projects including update the pharmacy technician program standards.

The mission of the Canadian Council for Accreditation of Pharmacy Programs is to grant accreditation awards to Pharmacy and Pharmacy Technician programs that meet the Standards set by CCAPP and to promote continued improvement of those educational programs for pharmacy practitioners and pharmacy technicians. To achieve this mission, the CCAPP Board dedicated itself to updating the organization's strategic plan. As a result of the planning process, the Board identified three strategic directions that include:

1. Hub of Innovation in Accreditation – to be a hub of innovation, CCAPP must continuously seek out innovate accreditation practices for pharmacy and pharmacy technician programs.
2. Strategic Partnerships – to be successful, CCAPP must continuously work with our many partners and stakeholders to enable our mission.
3. Sustain Viability – to ensure viability, CCAPP must have a strong foundation as an organization while advancing innovation and change for the future.

To support these three strategic directions, the Board identified two enabling mechanisms that include:

1. Business Continuity Plan – to enable the strategic plan and ongoing operations, a business continuity plan is needed to sustain the organization.
2. Communication Strategy – to support open, frequent and transparent communications, a proactive communications strategy is required.

Looking to the future, these strategies and enabling mechanisms place will be an important part of the Board's work and the organization's success.

CCAPP continues to experience a high demand for its accreditation services for Pharmacy and Pharmacy Technician Programs. This year, CCAPP conducted accreditation visits to the University of Montreal and to the University of Alberta. With the leadership of Cathy Schuster, we were able to conduct 13 visits to Pharmacy Technician Programs.

Early in the year, the CCAPP Board made the decision to place on hold any new requests from International Pharmacy Programs until our strategic planning work determined how best to conduct these accreditations. CCAPP has formed a small task force that includes Board Members and individuals outside the organization to review the successes of the current international strategy and set the future direction for CCAPP's work internationally. As such, only two International Programs were reviewed this year, King Abdulaziz University and Qatar University. I was able to join the accreditation team for Qatar University and was fortunate through this experience to be exposed to excellence in interprofessional education and assessment to name a few areas of high performance for the program. The accreditation of international programs continues to enable the achievement of the CCAPP mission and supports our efforts in becoming a hub of innovation for accreditation.

The Standards Committee, lead by Donna Woloschuk, continued to provide a high level of innovation by completing an update of the Accreditation Standards for Pharmacy Technician Programs. The new Standards, which will take effect on July 1, 2019, provide a significant update to the previous Standards. They are outcomes focused, align with the Standards for Pharmacy Programs and expand the requirements for experiential learning by 80 hours. In addition to the updated Standards, a guidance document was also developed to enable programs to be supported in navigating the new Standards.

Outreach with are partners was identified as an important initiative in our strategic plan and I was please to, along with President-Elect Chantal Pharand and Executive Director Wayne Hindmarsh, meet with leaders from ACPE, CSHP, NAPRA and PEBC on topics of mutual interest over the course of the past year. I look forward to continuing to build these important relationships as a Board Member.

As CCAPP President, I have had the pleasure to work with many outstanding individuals over the course of the past year who took the time to provide their guidance, support and assistance which enriched the work of CCAPP and enable my success. I would like to acknowledge and personally thank:

- The Board, I would like to express my sincere gratitude for their continued support and engagement, especially with strategic planning. Thank you for sharing this experience with me and placing your trust in me to serve as CCAPP President.
- Our Accreditation Team members, my sincere appreciation goes to all of you for the time, energy and dedication you commit to site visits. CCAPP could not be successful without you.
- Our Standards Committee members, your continued drive to enhance and develop our standards is inspiring. Thank you for sharing your expertise.
- Our Accreditation Committee for Pharmacy Technician Programs members, thank you for informing and guiding CCAPP in its efforts to accredit Pharmacy Technician Programs.

- Cathy Schuster, your resilience and perseverance inspires us all. Thank you for being a leader in your profession.
- Chantal Pharand, your support throughout my term as President is deeply appreciated and I am excited for the future of CCAPP under your leadership.
- Donna Woloschuk, I will forever be grateful for your mentorship, guidance and patience. Your support was the difference between success and failure for me, thank you.
- Wayne Hindmarsh, your thoughtful vision of what CCAPP can and should be has propelled the organization forward and helped to enable the outstanding graduates from pharmacy and pharmacy technician programs that we see today. In turn, this meaningfully impacts the care that Canadians and their families experience every day from pharmacists and pharmacy technicians. Thank you for this achievement. I have truly appreciated the time and energy you invested with me, and your willingness to enable my success. Thank you.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. B. Whissell". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jeff Whissell
CCAPP President

REPORT OF THE EXECUTIVE DIRECTOR

I am pleased to present the report of the Executive Director for 2017-2018. We had an exceptional start to the year with the celebration of 25 years of accrediting Pharmacy programs in Canada. The feedback from those who were able to join us was overwhelming positive! In particular, the Canadian Pharmacy Technician Educators attendees were happy to have been included in the celebration.

Accreditation Activities – Canadian Degree Programs

Two Canadian reviews were completed this year – Montréal and Alberta. I would like to thank the site visit teams for a ‘job well done’. The new University Standards were used for the University of Alberta and seemed to work well. There were no negative comments on the Standards or the Guidance documents during our visit.

We were pleased to learn that the University of Manitoba has their entry-level PharmD program approved, leaving Dalhousie the only program waiting for their approval.

There is only one Canadian University program scheduled for a site-team visit this fall (2018) – University of Manitoba.

Accreditation Activities – Pharmacy Technician Programs

This year 13 Pharmacy Technician site visits were conducted. One of these was a new program launched in British Columbia – Stenberg College, Surrey, BC (in-class program). Stenberg College also has a Distance Education program out of Kamloops, BC. Discussions with the senior management of Stenberg College raised concerns with respect to PAC Committees and with placing students in their workplace for experiential training. They have agreed to provide a policy for our future consideration.

We had a greater number of programs closing this year. The following have/or are closing – CTS Sudbury, CTS Barrie, Collège Boréal Sudbury, Collège Boréal Toronto, Eastern College Fredericton and Oulton College in Moncton. Management have indicated the programs are not profitable.

The Accreditation Committee for Pharmacy Technician Programs (ACPTP) met twice this past year (teleconferences) providing the office with guidance on accreditation recommendations which are then forwarded to the Board for approval (or otherwise). The PEBC representative on ACPTP (Bev Stotz – NSCC) has completed 6 years and will be stepping down. Melissa Benoit –NBCC Moncton has been named as her replacement.

With the loss of some schools we have gone from a one-time high of 49 programs to now 37 Canadian and 1 International Pharmacy Technician program.

A breakdown of the numbers of schools, by province, which are accredited (compared to what was reported last year: the numbers account for those schools who will be closing during 2018-2019)

British Columbia	5 (6)
Alberta	5 (5)
Saskatchewan	1 (1)
Manitoba	2 (2)
Ontario	17 (22)
New Brunswick	3 (5)
Newfoundland	2 (1)
Nova Scotia	2 (2)
<u>International (CNA-Qatar campus)</u>	<u>1 (1)</u>
Total	38 (45)

As I stated last year the support of Cathy Schuster who serves as our Coordinator of Pharmacy Technician Programs is greatly appreciated. Cathy has her ‘finger on the pulse’, is very organized, well prepared for each visit, and fields a lot of questions during the year from amicable and disgruntled clientele. Thank you Cathy for a job well done!

Accreditation Standards

The work completed by the Standards Committee this year was outstanding. Under the capable leadership of Dr. Donna Woloschuk the Committee completed their work on the ‘CCAPP Accreditation Standards for Pharmacy Technician Programs’ and on the ‘CCAPP Guidance for Accreditation Standards and Key Elements for Pharmacy Technician Programs’. These documents, effective July 2019, are now posted on our website and are in the process of being translated into French. We all owe Donna a great deal of gratitude for shepherding the committee through the process and for reaching a successful conclusion.

Website changes were made to both the University and Pharmacy Technician portions providing harmonization of both the accreditation awards and processes.

Strategic Planning

Thank you to our Executive Committee for facilitating a successful strategic planning endeavor. Helen Hayward of Western Management Corporation led us through a process which provides direction for moving forward over the next three years. Two Task Forces have been struck and will meet for the first time in September.

International Activities

Three of our international universities were visited this past year. Dr. Vercaigne (University of Manitoba) joined me on the visit to King Faisal University; Dr. Chantal

Pharand joined me on the visit to Beirut Arab University and our President Jeff Whissell joined me on the visit to Qatar University. King Saud University has decided to not maintain their connection with CCAPP.

Our international activities will be discussed further through our Strategic Plan initiatives this fall.

CCAPP Member Relations

CCAPP continues to maintain positive relations with our member organizations and key stakeholders. This past year meetings were held with PEBC, NAPRA, AFPC and CSHP. We were not able to meet with CPhA during their annual meeting due to conflicting meeting schedules. We have asked to have a teleconference with them in the near future. In August I met with Adele Fifield (ED of NAPRA) to discuss what might be included in a MOU between our two organizations. A draft has been presented to our Executive. Our hope is to have a document ready for Board approval by December.

Cathy and I were invited to the CPTEA meeting in Calgary. I provided CCAPP highlights during their opening session. For our Best Practices session on June 8th, Dr. Woloschuk provided a full morning session on the new Technician Standards. Her presentation outlined how we got to the final stage of development and, most importantly, what CCAPP will require as the program coordinators move forward with their self-studies and planning for the future. This session was well-received and was an excellent opportunity for us to form stronger relationships with these educators. Following Donna's presentation Cathy organized a session on "Best Practices". A few Colleges provided the participants with information on some of their innovative programs. Topics included: IPE, Simulation, Professionalism and Ethics, OSCE's and Calculations. The Educators thanked CCAPP for providing a worthwhile educational day and are most supportive of CCAPP continuing to provide this educational initiative in the future.

Cathy was the recipient of an honorary membership for her years as a member of CPTEA as an educator and for her continued support.

I attended the Board Meeting of ACPE shortly after our Annual Meeting in June of last year. The purpose was to discuss recognition (reciprocity) of our accreditation processes. ACPE Executive Director, Peter Vlasses, was disappointed that their Board did not move forward with the proposal. CCAPP did have reciprocity when both countries had Bachelor programs as the entry to practice. Once all our University programs are entry-level PharmD we should re-address the issue with ACPE.

In Conclusion

It has been a pleasure working under the leadership of President Jeff Whissell. We have had a great year! Also my thanks to the executive committee and the rest of the Board for your support and cooperation in moving our agenda forward.

I wish Marta Bozdek all the best as she leaves our Board and offer my sincere thanks for her six years of leadership representing CPTEA members.

I look forward to 2018-19.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "K. Wayne Hindmarsh".

K. Wayne Hindmarsh
Executive Director
June 22, 2018

APPENDIX 1 THE CCAPP ACCREDITATION PROGRAM

Introduction

Under the Canadian constitution, education and licensure for professional practice falls 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 Executive Director in August 2010.

CCAPP is composed of representatives of 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 academic 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.

In 2017-2018 there were 41 Canadian and 1 International 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. New “Accreditation Standards for Canadian First Professional Degree in Pharmacy Programs” took effect in January 2018. The Faculty of Pharmacy and Pharmaceutical Science at the University of Alberta was the first school to be assessed with these Standards.

The Standards for Accreditation of Pharmacy Technician Programs in Canada (2012 and revised in July 2013 and 2014) contains 16 standards within 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. A new set of Standards were approved in 2019 which will become effective July 1, 2019.

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 – (Degree and Technician Programs)

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:

Step 1: The Application for Accreditation

The university prepares an application comprised of three sets of documents:

- a. **Application for Accreditation:** Providing information on personnel, budgets, enrolment, etc.
- b. **Self-Assessment Report** (also known as a “self-study”): Guided by the Examples of Evidence for each Standard, this report provides in-depth information about the school. The focus is on the present and the time since the last visit i.e. “where we have been and where we are”.
- c. **Strategic Plan:** the details of the school’s most current plan. The plan focuses on “where we want to go and how we plan to get there”.

Step 2: The On-Site Survey

The survey consists of a review of the program and the facilities in which the program is delivered.

The CCAPP Executive Director notifies the Dean/Director at the earliest opportunity, and preferably at least one year before a planned survey visit to confirm the survey dates. The CCAPP Executive Director determines the survey schedule and itinerary in consultation with the Lead Surveyor and the Dean/Director (or designate) of the school. Reminders about the timelines for submission of self-study documents, final itinerary and other information to facilitate surveyor travel is provided to the Dean/Director by the CCAPP Executive Director.

A four or five-member survey team comprising, at a minimum, a CCAPP board member, a Dean/Director, a pharmacy faculty member and the CCAPP executive director conducts the on-site survey. Every effort is made to include individuals with diverse expertise. The appropriate provincial regulatory authority (authorities) is (are) invited to appoint an observer to each site visit evaluation team. During the visit, the surveyors seek information to supplement and substantiate the Self-Assessment Report,

determine the feasibility of the Strategic Plan, and prepare a draft report. The findings detailed in the report are based on the review of the Self-Assessment Report and the information gathered during the onsite survey. The report provides sufficient evidence as to whether components of the Standards are met, partially met, or not met. At the end of the survey visit, in a meeting with the Dean/Director and other invited participants as well as the senior university administrative team, the surveyors make a preliminary report of the extent to which the standards were met, partially met, and not met. These communications are preliminary because it is the Board, not the survey team, who ultimately determines the degree to which the standards have been met.

Step 3: Submission of the Final Report to the CCAPP Board

The Dean/Director receives a draft copy of the survey report shortly after the survey was conducted. The Dean/Director has an opportunity to provide a submission regarding factual errors that might require correction before the report is finalized. There is also an opportunity for the Dean/Director to provide additional information about progress in complying with Standards since the survey visit. Upon receipt of written comments from the Dean/Director, the Executive Director prepares a final report. The final report and any additional information about progress related to the Standard are submitted to the CCAPP Board.

Step 4: The Accreditation Award Decision

The CCAPP Board reviews the final report and makes a decision on the appropriate accreditation status to be granted the pharmacy school. The Board's review of the survey findings focuses on areas of compliance and non-compliance with CCAPP Standards. The accreditation award is determined by majority vote of the Board.

Accreditation awards reflect the degree to which the most current CCAPP Accreditation Standards are met. A range of accreditation awards is available (see Award Definitions). The award letter details the accreditation term, which will not exceed eight years, as well as conditions, if applicable, associated with the accreditation award. An accreditation term normally ends on December 31 of the year specified in the award letter.

Step 5: Notification about the Accreditation Award

The university's president and the Dean/Director of the school are advised of the Board's decision and the accreditation status is published in the CCAPP Annual Directory.

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 the CCAPP Pharmacy Technician coordinator, the CCAPP executive director, and a Pharmacy Technician coordinator from another program. 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 for the program coordinator. A summary of this report is 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.
 - 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/College regarding their accreditation review occur only at the request of the board.

Accreditation is granted for a specific term, the maximum being eight years for university programs and 5 years for Technician programs. A shorter term may be granted, if significant areas of concern are noted. The accreditation term for university programs normally ends on December 31 of the specified year. The terms for pharmacy technician programs may end either June 30th or December 31.

STAGES OF ACCREDITATION

Pre-accreditation Stages

A new 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 may be granted an accreditation award on the basis of a limited site visit and/or an institutionally prepared prospectus or academic plan.

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.

Qualifying accreditation is generally permitted for up to four years, during 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.

Qualifying Accreditation status brings no rights and privileges of accreditation. Full disclosure by the university of the term and conditions of this award is required. The program is required to apply for accreditation during the term of the Qualifying Accreditation award. If the program fails to apply for accreditation during the term of the Qualifying Accreditation award but goes on to admit and graduate students during that same time frame, the students are not considered to be graduates of an accredited program.

Provisional Accreditation

A new program that has students enrolled but has not graduated a class of students may be granted provisional accreditation. The granting of the provisional accreditation award denotes a developmental program that 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 other categories of accreditation as programmatic experiences are gained, generally, by the time the first class has graduated.

A Provisional Accreditation award ends when the first admitted class has graduated. The program is required to apply for accreditation during the term of the Provisional Accreditation award.

Graduates from a school designated as having provisional accreditation will be deemed by CCAPP to be graduates of an accredited program.

Accreditation Award Decisions

The CCAPP board of directors makes the accreditation decision. In arriving at a decision, the board considers the accreditation history of the Faculty; the application, the comprehensive internal review 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 will occur only at the request of the board.

Accreditation

Initial or continued Accreditation status is granted for up to eight years if it has been demonstrated 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 an interim progress report at some point over the duration of the accreditation period. The due date of this interim progress report will be specified in the accreditation award letter. The required interim report should cover the period of time since the last comprehensive internal review report and include: changes in the academic program; changes in the financial resources available to the Faculty; 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; and, progress toward achieving Accreditation Standards that were published since the last site visit.

Conditional Accreditation

Conditional Accreditation reflects that there are concerns about the progress in addressing requirements of the Standards. The timing of a Progress report will depend on the nature of the deficiencies. Subject to the receipt of a Progress report and upon review of the extent to which deficiencies have been met, the Board may change the award to Accredited, if concerns have been adequately addressed, or Probation, if satisfactory progress has not been achieved.

Probationary Accreditation

Probationary Accreditation reflects that the program fails to comply with standards, or the program has minimal or non-compliance to some standards over two or more survey cycles that result in serious weaknesses in one or more major components of a program. The maximum term of Probationary Accreditation is eighteen months. An unannounced visit by CCAPP and Ministry officials may occur at any time during the probationary period at the program's expense.

Within six months of receiving notice of Probationary Accreditation, the institution is required 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 accreditation. It is the responsibility of the program and the university to address the non-compliance by submitting additional information, correcting the weaknesses in the deficient component, or considering whether the program should cease operation. The chief executive officer of the institution and the Dean or Director of the school are given due notice of the Board's decision to award Probationary Accreditation.

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 advice on the appropriate course of action to be followed.

Should the institution not demonstrate a commitment to rectifying identified deficiencies within one year after the six-month period given to show cause, the Board will withdraw Accreditation.

Withdrawal of Accreditation

Circumstances that would warrant withdrawal of accreditation are:

- The program fails to meet the requirements of the Accreditation Standards.
- Probationary Accreditation has been awarded and the program fails to address the required changes to achieve the basic structures, processes, and intended educational outcomes.

- The accredited program is revised and no longer meets the requirements of the CCAPP Accreditation Standard (e.g., conversion to a program intended to develop pharmaceutical chemists, etc).
- The accredited program is without a graduate for a period of one year and has no registrants for a new cohort to commence within the same year.
- The program fails to submit progress reports to the CCAPP Board in a timely fashion.
- False or misleading statements are made publicly about the status, condition, or category of CCAPP Accreditation.
- The program has Accreditation Fees in arrears for a time period in excess of 120 days.
- The program ceases to operate.

Withdrawal of Accreditation becomes effective immediately. If a program has received a Withdrawal of Accreditation award, the institution is required to submit a new request for accreditation. The Dean must immediately advise students in the program, those who have been admitted to but not yet started the program, and applicants to the program that a Withdrawal of Accreditation award has been issued to the program. The CCAPP Executive Director notifies the Pharmacy Examining Board of Canada, all Registrars of Canadian provincial pharmacy regulatory authorities, and the Provincial Ministry responsible for the school that a Withdrawal Accreditation award has been made.

Site Visit Cycle

Site visits normally will be conducted any time over an eight year period for programs granted Accreditation or Conditional Accreditation. For programs on probationary accreditation, a site visit normally will be required prior to the restoration of Conditional Accreditation or Accreditation. Requests to defer a scheduled site visit will only be granted in exceptional circumstances, subsequent to a well-justified request from the university.

PROGRESS REPORT

The CCAPP Executive Director communicates the type and frequency of written Progress Report submissions to the Dean/Director in the Accreditation Letter and follow-up communications.

A Progress Report needs to provide the Board with sufficient evidence of progress to address concerns raised around specific Standards, as well as highlight any major changes to the program since the last report.

The CCAPP Board reviews all Progress Reports that are submitted. As a result of the Board's review of the report, the Board will determine the necessary change (increase or decrease) to the accreditation term.

The Dean/Director receives a letter that describes the results of accreditation status deliberations arising from the Board's review of Progress Reports.

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 of the Pharmacy and 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 or college is required to inform current students, prospective students, and the general public of the current accreditation status of its program as listed in the Directory. They are authorized to use the following statement in their calendar, recruitment brochures, and other official university publications:

“The Doctor of Pharmacy (or Baccalaureate of Science in Pharmacy) Program of the (name of pharmacy school) of the (name of university) has been granted (Accreditation, Qualifying, Provisional, Conditional, Probationary) 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 (Accreditation, Qualifying, Provisional, Conditional, Probationary) 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/Schools 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

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

March 31, 2018

Millard, DesLauriers & Shoemaker LLP

Chartered Professional Accountants

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

The Canadian Council for Accreditation of Pharmacy Programs

Financial Information

March 31, 2018

<u>Contents</u>	<u>Page</u>
Independent Auditors' Report	1 - 2
Statement of Financial Position	3
Statement of Operations and Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 9

Millard, DesLauriers & Shoemaker LLP

Chartered Professional Accountants, Licensed Public Accountants

40 University Avenue
Suite 601
Toronto, Ontario
M5J 1T1

Independent Auditors' Report

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Internet : www.mdsca.com

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, 2018 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.

Auditors' 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 auditors' 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.

Millard, DesLauriers & Shoemaker LLP

Chartered Professional Accountants, Licensed Public Accountants

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, 2018, 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
June 12, 2018

Chartered Professional Accountants, Licensed Public Accountants

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Financial Position

As at March 31

2018

2017

Assets

Current

Cash	\$ 212,699	\$ 198,681
Accounts receivable	5,658	4,975
HST receivable	6,095	18,617
Prepaid expenses	6,007	13,034

230,459 235,307

Investments - long term portion (Note 4) 507,372 501,721

\$ 737,831 \$ 737,028

Liabilities

Current

Accounts payable and accrued liabilities (Note 5)	\$ 4,500	\$ 4,500
Deferred revenue	2,619	2,619

7,119 7,119

Equity

Unrestricted net assets 730,712 729,909

\$ 737,831 \$ 737,028

Approved on behalf of the Board:

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

2018

2017

Revenue		
Accreditation fees	\$ 307,975	\$ 338,200
Membership fees	48,550	48,075
Grant	5,000	5,000
Investment income	6,334	6,641
	<u>367,859</u>	<u>397,916</u>
Expenses		
Administration fees	37,300	34,065
Insurance	9,061	8,522
Interest and bank charges	790	765
Meetings and travel	44,199	56,166
Office	16,614	12,147
Professional fees	4,650	4,500
Rent	13,200	12,900
Site visits	68,447	76,149
Special projects	35,182	10,853
Travel - Executive Director	16,710	14,629
Wages and employee benefits	120,903	117,507
	<u>367,056</u>	<u>348,203</u>
Excess of revenue over expenses	803	49,713
Unrestricted net assets, beginning of year	729,909	680,196
Unrestricted net assets, end of the year	<u>\$ 730,712</u>	<u>\$ 729,909</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

2018

2017

Cash flows from (for) operating activities		
Excess of revenue over expenses	\$ 803	\$ 49,713
Net changes in non-cash working capital balances related to operations:		
Investments	(5,651)	(7,323)
Accounts receivable	(683)	4,770
HST receivable	12,522	(3,119)
Prepaid expenses	7,027	(1,840)
Deferred revenue	-	(102,337)
	<u>14,018</u>	<u>(60,136)</u>
Cash flow from investing activities	-	-
Cash flow from financing activities	-	-
Increase (decrease) in cash for the year	14,018	(60,136)
Cash, beginning of the year	198,681	258,817
Cash, end of the year	<u>\$ 212,699</u>	<u>\$ 198,681</u>
Supplementary information		
Interest paid	\$ -	\$ -

See accompanying notes to the financial statements.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2018

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.

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.

(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 (2017 - \$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.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2018

2. Significant Accounting Policies (continued)

(g) 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, accounts receivable, HST receivable and investments. Financial liabilities measured at amortized cost consist of accounts payable and accrued liabilities.

3. Financial Risk Management

The significant financial risks to which the Council is exposed to are credit risk, liquidity risk and market risk. Market risk consists of 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 fulfil 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.

(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.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2018

3. Financial Risk Management (continued)

(c) Market Risk (continued)

(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.

4. Investments

	<u>2018</u>	<u>2017</u>
Guaranteed income certificates	\$ 507,372	\$ 501,721
Less: current portion	-	-
	<u>\$ 507,372</u>	<u>\$ 501,721</u>

The effective interest rate on the investments during the year varied from 1.20% to 2.00% (2017 - 1.00% to 1.71%). The average interest rate for the year was 1.25% (2017 - 1.32%). Interest accrued on the investments at year end amounted to \$5,658 (2017 - \$4,975).

5. Accounts Payable and Accrued Liabilities

Accounts payable and accrued liabilities consist of:

	<u>2018</u>	<u>2017</u>
Accounts payable and accrued liabilities	\$ 4,500	\$ 4,500
Government remittances	-	-
	<u>\$ 4,500</u>	<u>\$ 4,500</u>

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2018

6. Capital Disclosures

The Council considers its capital to be the balance maintained in its Unrestricted Net Assets. The balance on March 31, 2018 is \$730,712 (2017 - \$729,909). 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.

7. Commitments

The Council leases its premises subject to a lease expiring June 30, 2018. Future minimum annual payments under the lease are as follows:

2019	\$ 13,200
2020	13,200
2021	3,300