

CANADIAN COUNCIL ON CONTINUING EDUCATION
IN PHARMACY



ANNUAL
REPORT

2 0 0 3

LE CONSEIL CANADIEN DE L'ÉDUCATION PERMANENTE
EN PHARMACIE



MISSION STATEMENT

***The Canadian Council on Continuing Education
in Pharmacy is dedicated to the advancement
of life long learning by pharmacists in Canada.***

The Canadian Council on Continuing Education
in Pharmacy (CCCEP) is dedicated to the
advancement of learning by pharmacists in Canada.

CCCEP maintains that life long learning
is necessary to enable optimal patient care.

As a result, CCCEP strives to coordinate
activities aimed at understanding, developing,
implementing, and evaluating learning.

The primary goal of these activities is
to foster efficient and effective learning.

As part of its policy role,
CCCEP develops and maintains guidelines for the
accreditation of continuing education programming.
In order to promote efficient and effective learning,
CCCEP also provides services to its members
to enable coordination of resources,
program approval and program evaluation.

REPORT OF THE PRESIDENT

It would be easy to wax philosophic about my past year as CCCEP president.

As CCCEP Council busied itself with its spring meetings in Vancouver, labouring throughout much of the weekend, I was in active labour on the opposite coast. By Sunday's end, Council and I were each putting our respective projects "to bed". My progeny was a nine-pound baby girl; CCCEP's consisted of a busy agenda, packed as always with items intended to enhance the achievement of their mission:

The advancement of life long learning by pharmacists in Canada.

Other "offspring" in 2003 included CCCEP's first two Approved Providers, resulting from the pilot project first developed last year. Hearty congratulations are extended to the Division of Outreach Education, Faculty of Pharmacy, University of Alberta and to the Canadian Pharmacists Association for their successful pursuit of Approved Provider Status in 2003. Seamless inception of this project would not have been possible without the meticulous work of the Approved Provider Pilot Project Committee, headed by Terri Schindel. I am delighted to acknowl-




edge their achievements and do so with much gratitude.

Shortly after the distribution of this Annual Report, we will convene in Montreal for the 4th Annual National Forum on Continuing Pharmacy Education. It has been rewarding to see the Forum expand from the

1st Annual half-day session held in Ottawa just three years ago, to the high-calibre conference we have become so proud to host. Many thanks go out to Erin Farrell MacKenzie and her capable committee, for their enthusiasm, vision and commitment to the provision of this important professional development and networking opportunity.

Executive Director Nancy McBean and Administrative Assistant Susan Beard continue to work tirelessly in running CCCEP's day-to-day operations in Regina, Saskatchewan. Special thanks to them for the reliable and trustworthy work ethic they exhibit in their often-demanding working conditions. Special note should also be made of Nancy's representation of CCCEP at a number of professional functions over the past year, for which we have great appreciation. Nancy displays a vision and professional commitment that



makes it a pleasure for Council to work with her.

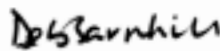
Appreciation is extended to Merck Frosst Canada Ltd. for their continuing generous support of our November Council meeting. This support is a significant factor in the financial stability we have developed over the past few years. Thank you!

I also wish to gratefully acknowledge the contributions of the provincial and national representatives that make up CCCEP's Council. They represent their respective organizations on Council on a volunteer basis, while juggling significant professional and personal responsibilities. As well, I would like to thank my fellow members of CCCEP's Executive. I was thrilled to welcome Susan Lessard-Friesen to the post of

Vice-President this year. Treasurer Michelle Deschamps has continued to keep our financial affairs in order without even a slight interruption for the birth of her first child this spring. Past-President Erin Farrell MacKenzie has taken the presidential reins on my behalf on a number of recent occasions, and her unfailing support is most appreciated.

We live and work in an exciting time for our profession. I sincerely hope that CCCEP will continue to meet the needs of the valued stakeholders who form our growing pharmacy "family".

Respectfully submitted,



Deb Barnhill, B. Sc. Pharm
President, CCCEP

REPORT OF THE EXECUTIVE DIRECTOR

It is a pleasure to write this annual report for CCCEP. We have experienced another excellent year, filled with challenge and accomplishment.

In November 2002, Council adopted a new Mission Statement: *The Canadian Council on Continuing Education in Pharmacy is dedicated to the advancement of life long learning by pharmacists in Canada.* This Statement, now approved by Industry Canada, better reflects the purpose and goals of the organization and is the focus of Council decisions.

The major activities of the CCCEP office involve assistance to providers and developers to meet or exceed the accreditation criteria and accreditation evaluation of continuing education programs. Accreditation provides a critical level of quality assurance for everyone involved with a CE program, from the developers, providers, and sponsors, to the participating pharmacists. There was a significant increase in accreditation applications in the 2002-2003 fiscal year.

The most exciting project this year was the implementation of the Approved Provider Pilot Project in November 2002. Two non-profit organizations are



now able to accredit their own continuing education offerings, following the policies, procedures, and criteria as adapted for this project from the American Council on Pharmaceutical Education and the CCCEP Guidelines and Criteria. A third non-profit organization with an established history of

provision of quality continuing education is currently in the process of developing their application. Many, many thanks to Terri Schindel for her enthusiastic and dedicated leadership and to the working group which brought this project to fruition!

For the past number of years, CCCEP has facilitated a distribution process through the provincial CE offices for an annual Home Study series developed

	02-03	01-02	00-01	99-00
Fast Track	22	18	16	19
Live Single			8	27
Live Multiple		1	9	27
Live 1 (1-3 speakers)	55	39	32	
Live 2 (4-10 speakers)	11	7	1	
Live 3 (>10 speakers)	4	10	4	
Independent Study	40	26	31	38
Admin Review	4	2		
Total	136	103	101	111



by Virtual Learning Inc. Council has decided to withdraw from this activity, effective January 2004. The provincial CE offices are exploring a collaborative effort to offer a home study series to their members.

As reported last year, Canada Customs and Revenue Agency confirmed our GST registration and advised we must file a GST return for each fiscal year commencing April 1, 1999. After careful deliberation, Council took the position to invoice all clients for the GST payable on accreditation fees for the period April 1, 1999 to March 31, 2002. The total amount invoiced was \$18,700; almost 89% was recovered.

We are most appreciative of the cooperation and understanding extended by our many clients.

Two Bylaw amendments are now approved by Industry Canada. The first created the specific position of Treasurer and adds the Treasurer to the Executive Committee. Previously, the work of treasurer was the responsibility of the President who could appoint a member of Council to the position. The second amendment changed commencement of the fiscal year to July 1 from April 1. This will facilitate timely financial reporting at the Annual Meeting in November of each year and will increase the effectiveness of our budgeting process. As a result of this change, the most recent audit was


done in two parts: the fiscal year ended March 31, 2003 and the 'stub' period from April 1-June 30, 2003. CCCEP is on target in establishing an operating reserve and a special project reserve.

Council adopted a conservative investment policy to guide decision making for the reserve funds.

Various revisions to the Guidelines and Criteria for CCCEP Accreditation were approved by Council during the year. Once the revisions are incorporated, providers will be notified of the changes and the effective date, and the revised documents will be available on the website.

The 3rd Annual Forum on Continuing Education in Pharmacy was hosted by CCCEP in Ottawa in November 2002 for those who are involved in the development, marketing, delivery, and support of continuing pharmacy education. The event was a tremendous success. Details for the 2003 Forum in Montreal are on our website at www.cccep.org. Due to our active participation in the 6th International Conference on Life Long Learning in Pharmacy, CCCEP will not sponsor a CE Forum in 2004.

The 6th International Conference on Life Long Learning in Pharmacy, *Practice, Academia and Industry – Building Bridges through Continuous Professional Development*,
continued ...



will convene in Saskatoon, SK, June 26-29, 2005, hosted by the College of Pharmacy and Nutrition, University of Saskatchewan. Council accepted a role as co-host for this prestigious event, as did the Association of Faculties of Pharmacy of Canada. The Conference will provide an unparalleled opportunity for pharmacy educators from around the world to discuss issues relevant to advancing practice through continuing professional development. We are delighted to participate in this event to showcase Canadian CE/CPD to the world.

It is a privilege to have represented CCCEP at the AstraZeneca/CFP Pharmacy Executive workshop, the Western Branches CSHP Banff Seminar, the CPhA annual conference, and the Canadian Association of Continuing Health Education (CACHE) conference. The opportunity to enhance the awareness of CCCEP's role and to network with both pharmacy and inter-professional colleagues benefits our working relationships across the country.

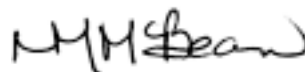
We extend our sincere thanks to Terri Schindel who retired from the CCCEP Council in August. Terri willingly shared her commitment to excellence and her contagious laughter with us. CSHP will now be most capably represented by Dale Wright – we welcome her to our table. Our sincere appreciation is also extended to Suzanne Beck,

representative from the New Brunswick Pharmaceutical Society, whose retirement from Council is pending. We look forward to meeting the new appointee from NBPhS.

On a personal note, I would like to thank Sue Beard, our Administrative Assistant, for her detailed and reliable assistance. We may not have survived the GST 'issue' without her! Congratulations to President Deb Barnhill and Treasurer Michelle Deschamps – both first time moms during this past year. Both families are doing well, and although on maternity leave, neither Deb nor Michelle was 'on leave' from CCCEP. Past President Erin Farrell MacKenzie graciously stepped in as required to assist the two new moms and newly appointed Vice President, Susan Lessard-Friesen. Thanks Erin! This Executive Committee is a shining example of team work and their assistance over the course of the year is greatly appreciated. The term for all Executive members was extended by one year to November 2004.

I look forward to another outstanding year, working with all of Council towards the *advancement of life long learning by pharmacists in Canada*.

Respectfully submitted,



Nancy McBean, B.S.P.

EXECUTIVE

President:

Deb Barnhill, Nova Scotia

Vice President:

Susan Lessard-Friesen, Manitoba

Past-President:

Erin Farrell MacKenzie,
Prince Edward Island

Executive Director:

Nancy McBean

PROVINCIAL DELEGATES

Alberta:

Roberta Stasyk, Edmonton

British Columbia:

Janice Moshenko, Vancouver

Manitoba:

Susan Lessard-Friesen, Winnipeg

New Brunswick:

Suzanne Beck, Moncton

Newfoundland:

Debbie Kelly, St. John's

Nova Scotia:

Deb Barnhill, Halifax
Bev Zwicker, Halifax
(during Deb's maternity leave)

Ontario:

Bernie DesRoches, Toronto

Prince Edward Island:

Erin Farrell MacKenzie,
Charlottetown

Quebec:

Anick Minville, Montreal

Saskatchewan:

Michelle Deschamps, Saskatoon

NATIONAL ASSOCIATION
DELEGATES

Association of Faculties of Pharmacy
of Canada (AFPC)

Marc Desgagné, Quebec City, QC

Canadian Foundation for Pharmacy
(CFP)

Ginette Bernier,
Pointe Claire/Dorval, QC

Canadian Pharmacists Association
(CPhA)

Barry Power, Ottawa, ON

Canadian Society of Hospital
Pharmacists (CSHP)

Terri Schindel, Edmonton, AB
(to August 2003)

Dale Wright, Calgary, AB
(effective August 2003)

REVIEWERS

CCCEP works with a wonderful group of pharmacists who volunteer to review and critique programs submitted for independent study accreditation. Their work is critical to maintain and enhance the quality of accredited programs. We salute their dedication, interest and commitment to their profession in general and to continuing education and life long learning in particular.

THANK YOU! TO THE REVIEWERS FOR 2002-2003

Stephanie Adamic, AB
Patty Beck, SK
Lori Blain, BC
Dianne Boone, NF
Jeannie Collins-
Beaudin, NB
Dave Crosbie, ON
Tina Crosbie, ON
Melinda Currie, NS
Claude Desfossés, QC
Douglas Doucette, ON
Giselle Emery, SK

Susan Ferguson, NS
Gwen Gill, MB
Susan Halasi, ON
Joanne Houlihan, NS
Melanie Johnson, BC
Debbie Kelly, NF
Linda Klassen, SK
Arlene Kuntz, SK
John Lowry, NB
Barry Lyons, SK
Sharon Lyons, SK
Fred Martin, PEI
Nancy McLaughlin, NS

John McNeil, NS
Marc Perreault, QC
Susan Poulin, SK
Brenda Schuster, SK
Gisele Scott-Woo, AB
Kausha Shah, ON
Ernie Stieb, ON
Virginia Stites, NB
Julie Toppings, MB
Brigita Wilkinson, BC
Bill Wilson, ON
Gail Young, BC

WEB PAGE

The CCCEP web address is
www.cccep.org

The following information is
available:

- Mission Statement
- CCCEP Council Directory
- Guidelines and Criteria for CCCEP Accreditation
- Forms:
 - Administrative Review Application

- Independent Study Application
- Live Program Application
- Expert Review Release Statement
- French Translation Release Statement
- 4th Annual National Continuing Education Forum

Updates and additions will be made as new projects are introduced and revisions to the Criteria, forms or fees are implemented.

FINANCIAL STATEMENTS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY

MARCH 31, 2003

AUDITORS' REPORT

To the Members of

Canadian Council on Continuing Education in Pharmacy

We have audited the balance sheet of Canadian Council on Continuing Education in Pharmacy as at March 31, 2003 and the statements of operations and net assets and cash flows for the year then ended. These financial statements are the responsibility of the organization's management. 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 plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Canadian Council on Continuing Education in Pharmacy as at March 31, 2003 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Deloitte & Touche LLP

Chartered Accountants

Regina, Canada

August 18, 2003

BALANCE SHEET

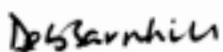
CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY

MARCH 31, 2003

	<u>2003</u>	2002
CURRENT ASSETS		
Cash	\$ 23,215	\$ 4,110
Accounts receivable	10,059	13,382
Interest receivable	4,800	2,086
Prepaid expenses	1,025	1,025
	39,099	20,603
INVESTMENTS (Note 3)	180,242	153,421
	\$219,341	\$174,024
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	16,749	33,288
NET ASSETS		
Unrestricted	202,592	140,736
	\$219,341	\$174,024

ON BEHALF OF THE BOARD:

Director



Director



STATEMENT OF OPERATIONS AND NET ASSETS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY

YEAR ENDED MARCH 31, 2003

	2003	2002
REVENUE		
Accreditation fees	\$133,800	\$ 94,671
Council meetings	25,234	12,000
Interest	4,534	6,203
Miscellaneous (Note 5)	19,232	1,727
Project revenues	31,103	24,350
	213,903	138,951
EXPENSES		
Accounting fees	4,972	8,391
Advertising	-	3,436
Contracted services	-	11,798
Executive director – expenses	4,849	4,514
Honorariums	19,800	16,025
Insurance	1,025	1,025
Legal	535	696
Meetings	19,756	16,227
Miscellaneous	1,548	2,114
Office (Note 5)	7,292	26,596
Project expenses	30,334	28,073
Salaries and benefits	61,936	61,713
	152,047	180,608
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	61,856	(41,657)
NET ASSETS, BEGINNING OF YEAR	140,736	182,393
NET ASSETS, END OF YEAR	\$202,592	\$140,736

STATEMENT OF CASH FLOWS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY

YEAR ENDED MARCH 31, 2003

	2003	2002
CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES		
Excess (Deficiency) of revenue over expenses	\$61,856	\$(41,657)
Net change in non-cash working capital items (Note 4)	(15,930)	17,763
	45,926	(23,894)
CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES		
Purchases of investments	(204,152)	(17,217)
Investments redeemed	177,331	20,368
	(26,821)	3,151
INCREASE (DECREASE) IN CASH DURING THE YEAR	19,105	(20,743)
CASH, BEGINNING OF YEAR	4,110	24,853
CASH, END OF YEAR	\$23,215	\$4,110

NOTES TO THE FINANCIAL STATEMENTS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY

MARCH 31, 2003

1. INCORPORATION

The Canadian Council on Continuing Education in Pharmacy ("CCCEP") was incorporated under the Canada Corporations Act on November 9, 1994.

CCCEP is a not-for-profit organization and is exempt from income tax under Section 149 of the Income Tax Act.

During the year ended March 31, 2003, CCCEP decided to change its future fiscal year-ends to June 30.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

a) Use of estimates

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

b) Investments

Investments are accounted for at cost.

c) Capital assets

Capital assets are charged to operations in the year of acquisition. Accordingly, amortization is not provided for in the accounts.

d) Accreditation fees

Accreditation fees revenue is recorded when earned.

3. INVESTMENTS

	2003	2002
Investments	\$180,242	\$153,421

Investments consist of GIC's earning interest rates varying from 1.5% to 4.3% (2002 – 1.25% to 4.3%) and have maturity dates ranging from July 2003 to January 2006 (2002 – July 2002 to August 2003). Cost approximates market value.

4. NET CHANGE IN NON-CASH WORKING CAPITAL BALANCES

	2003	2002
Accounts receivable	\$ 3,323	\$(11,132)
Interest receivable	(2,714)	1,014
Prepaid expenses	-	2,841
Accounts payable and accrued liabilities	(16,539)	25,040
	\$(15,930)	\$17,763

5. GST

During the prior year it was discovered that CCCEP should have been a GST registrant from the period of April 1, 1997 to March 31, 2001. As a result of discussions with Canada Customs and Revenue Agency, CCCEP was required to pay GST for the fiscal years commencing April 1, 1999. CCCEP had accrued in the 2002 fiscal year the total amount owing of approximately \$18,000 to Canada Customs and Revenue Agency and did not set up a corresponding receivable because of uncertainty of collection from its clients. The expense was reflected in Office expense on the Statement of Operations.

During the 2003 fiscal year, CCCEP paid \$15,209 to satisfy this GST liability which represented the original accrual net of input tax credits. CCCEP recovered \$16,381 from its clients and has recorded the recovery in miscellaneous revenue in the Statement of Operation and Net Assets.

6. COMPARATIVE FIGURES

Certain of the comparative figures have been reclassified to conform with the current year's presentation.

FINANCIAL STATEMENTS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY

JUNE 30, 2003

AUDITORS' REPORT

To the Members of

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We have audited the balance sheet of Canadian Council on Continuing Education in Pharmacy as at June 30, 2003 and the statements of operations and net assets and cash flows for the three month period then ended. These financial statements are the responsibility of the organization's management. 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 plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

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Chartered Accountants

Regina, Canada

August 18, 2003

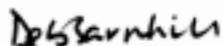
BALANCE SHEET

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY JUNE 30, 2003

	June 30, 2003	March 31, 2003
CURRENT ASSETS		
Cash	\$ -	\$ 23,215
Accounts receivable	12,872	10,059
Interest receivable	6,069	4,800
Prepaid expenses	769	1,025
	19,710	39,099
INVESTMENTS (Note 3)	180,242	180,242
	\$199,952	\$219,341
CURRENT LIABILITIES		
Bank indebtedness	5,552	-
Accounts payable and accrued liabilities	11,886	16,749
	17,438	16,749
NET ASSETS		
Unrestricted	182,514	202,592
	\$199,952	\$219,341

ON BEHALF OF THE BOARD:

Director



Director



STATEMENT OF OPERATIONS AND NET ASSETS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY

PERIOD ENDED JUNE 30, 2003

	June 30, 2003	March 31, 2003
	(3 months)	(12 months)
REVENUE		
Accreditation fees	\$ 22,300	\$133,800
Council meetings	12,000	25,234
Interest	1,269	4,534
Miscellaneous (Note 5)	424	19,232
Project revenues	-	31,103
	35,993	213,903
EXPENSES		
Accounting fees	1,985	4,972
Executive director - expenses	2,742	4,849
Honorariums	3,050	19,800
Insurance	256	1,025
Legal	878	535
Meetings	20,117	19,756
Miscellaneous	160	1,548
Office (Note 5)	1,103	7,292
Project expenses	5,790	30,334
Salaries and benefits	19,990	61,936
	56,071	152,047
(DEFICIENCY) EXCESS OF REVENUE OVER EXPENSES	(20,078)	61,856
NET ASSETS, BEGINNING OF PERIOD	202,592	140,736
NET ASSETS, END OF PERIOD	\$182,514	\$202,592

STATEMENT OF CASH FLOWS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY

PERIOD ENDED JUNE 30, 2003

	June 30, 2003	March 31, 2003
	(3 months)	(12 months)
CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES		
(Deficiency) excess of revenue over expenses	\$ (20,078)	\$ 61,856
Net change in non-cash working capital items (Note 4)	(8,689)	(15,930)
	(28,767)	45,926
CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES		
Purchases of investments	-	(204,152)
Investments redeemed	-	177,331
	-	(26,821)
(DECREASE) INCREASE IN CASH DURING THE PERIOD	(28,767)	19,105
CASH, BEGINNING OF PERIOD	23,215	4,110
(BANK INDEBTEDNESS) CASH, END OF PERIOD	\$ (5,552)	\$ 23,215

NOTES TO FINANCIAL STATEMENTS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY JUNE 30, 2003

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4. NET CHANGE IN NON-CASH WORKING CAPITAL BALANCES

	June 30, 2003	March 31, 2003
Accounts receivable	\$ (2,813)	\$ 3,323
Interest receivable	(1,269)	(2,714)
Prepaid expenses	256	–
Accounts payable and accrued liabilities	(4,863)	(16,539)
	\$ (8,689)	\$(15,930)

5. GST

During the prior year it was discovered that CCCEP should have been a GST registrant from the period of April 1, 1997 to March 31, 2001. As a result of discussions with Canada Customs and Revenue Agency, CCCEP was required to pay GST for the fiscal years commencing April 1, 1999. CCCEP had accrued in the 2002 fiscal year the total amount owing of approximately \$18,000 to Canada Customs and Revenue Agency and did not set up a corresponding receivable because of uncertainty of collection from its clients. The expense was reflected in Office expense on the Statement of Operations.

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6. COMPARATIVE FIGURES

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Annual Meeting
November 21 and 23, 2003
Montreal, QC



Canadian Council on Continuing Education
in Pharmacy (CCCEP)

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Regina, Saskatchewan
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