

CANADIAN COUNCIL ON CONTINUING EDUCATION
IN PHARMACY



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 is a beautiful autumn day in Manitoba with brightly coloured crimson trees lining the roads and geese overhead making their way south for the winter. It is the perfect day to write the CCCEP Annual Report and reflect upon our accomplishments over this past year. This has been a year that



has seen many changes in our provincial and national association delegates to CCCEP. We have had to say goodbye to many of our very long-time friends. Some of these individuals became a part of CCCEP many years ago at a time when the organization was on less secure ground. It is through their commitment and vision that CCCEP strongly stands today *dedicated to the advancement of life long learning by pharmacists in Canada.*

This past year saw much work done on revising the Guidelines and Criteria for CCCEP Accreditation. Our Executive Director, Nancy McBean, expertly guided Council through this enormous undertaking. Nancy has been Council's guiding light setting us on our path towards our vision and we thank her for tremendous ability in keeping our diverse group on track. Together with Sue Beard, our equally able Adminis-

trative Assistant, the team is instrumental in assisting program developers as they proceed through the accreditation process in the pursuit of bringing quality educational programs relevant to contemporary pharmacy practice to Canadian pharmacists. In 2004 we again saw a rise in the

number of accreditation submissions.

In early November of 2003, our New Brunswick delegate, Suzanne Beck retired from the CCCEP table. Suzanne's valuable contributions and commitment to CCCEP over her years of service as the New Brunswick delegate will be remembered fondly. Gary Meek, Assistant Registrar with the New Brunswick Pharmaceutical Society has stepped in to fill the gap left by Suzanne's retirement. In Gary's relatively short time with CCCEP, he has already become an integral part of Council assuming the position of Vice President and contributing his administrative expertise to the Executive.

New to our Executive as well is Roberta Stasyk, our delegate from Alberta, as Treasurer. Roberta has already demonstrated her outstanding skill as Treasurer in fine-tuning our financial statements and budget.



Shortly after Michelle Deschamps completed her term as our previous Treasurer, she completed another term in her growing family by welcoming a new daughter. We thank Michelle for her time as Treasurer in which she functioned so aptly.

As we entered the New Year, we were confronted with the retirement of our long-time delegate from British Columbia, Janice Moshenko. I think the question that remains on the minds of CCCEP delegates now is, "Who will venture into those dark, dingy basements of UBC to rescue old CCCEP documents?" Seriously, Janice's dedication and hard work on all of CCCEP's initiatives including the CE Forum were simply outstanding but perhaps what we will miss most around our table is Janice's keen sense of humour and the fun she provided at each and every meeting. We welcomed our new delegate representing BC, Carol O'Byrne, to our May meeting. Since that time, Carol's contributions to our group have been invaluable and we are indeed fortunate to have her join the Board.

It was also at our meeting in May 2004 that Marc Desgagné, our delegate representing the Association of Faculties of Pharmacy of Canada, announced that he too would be retiring within 2004 from CCCEP.

Marc has been the communication backbone of CCCEP maintaining the listserv for us since its inception. We very much appreciate Marc's continued efforts in this respect. We await the appointment of the new AFPC delegate.

It was in June that our President, Deb Barnhill, announced her departure from the group. Deb's dynamic personality and unending enthusiasm has led Council through many of its initiatives. Deb often provided the inspiration we needed to move forward on a project. We have already had the opportunity to welcome our new delegate from Nova Scotia, Bev Zwicker.

For over 10 years Erin Farrell MacKenzie was a driving force within the CCCEP organization, taking a leadership position as a member of the Executive for much of that time and teaching many of us what true dedication and commitment to an organization is all about. Erin's willingness to step-in whenever the need arose was appreciated more than she will know. We look forward to our meetings this November when we can welcome our new delegate from PEI, Marsha Watts.

In 2004, our most long-time delegate, Bernie DesRoches, announced his upcoming retirement at the end of the

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year. Although his retirement takes place outside of the timelines of this Annual Report, I could not let this opportunity pass by without expressing my sincere appreciation to Bernie for all that he has done for CCCEP. Bernie has been with CCCEP right from the very beginning and has come to be our historian, our counselor and our teacher throughout the years and the many challenges that we have faced. His wisdom on issues related to life long learning in pharmacy is unparalleled and we have been fortunate to rely on him countless times over the years. At the May meeting this year, Bernie introduced Nora Macleod-Glover who will become our Ontario delegate in January 2005.

There are new opportunities, initiatives, and challenges awaiting CCCEP as we approach 2005. The 6th International Conference on Life Long Learning in Pharmacy is scheduled to take place on June 26th to 29th, in Saskatoon. CCCEP and AFPC have accepted the opportunity to co-host this exciting international conference in conjunction with the College of Pharmacy and Nutrition at the University of Saskatchewan. This year's conference theme is *Practice, Academia, and Industry – Building Bridges through Continuous Professional Development*. We are indeed fortunate

to have delegates Dale Wright, Bernie DesRoches, and Executive Director, Nancy McBean on the planning committee for this prestigious event.

CCCEP's Approved Provider Program continues to evolve and plans are underway to enlist a third program developer into the program. In order to assist pharmacists meet their self-directed learning needs, CCCEP is discussing the possibility of embarking on a cataloguing system of all accredited programs by therapeutic classification. Continued work is required on Accreditation Criteria and Guidelines as we address the specific challenges of web-based programs.

CCCEP owes its success to the individuals who have come together *dedicated to the advancement of learning by pharmacists in Canada*. In 2004, we have had to say goodbye to several friends who have contributed immensely to the strength and security of our organization today. I look forward to 2005 with optimism and excitement as we undertake new challenges with both old and new friends at CCCEP.

Respectfully submitted,

Susan Lessard-Friesen, B.Sc.Pharm.

REPORT OF THE EXECUTIVE DIRECTOR

It is again a privilege to write an Annual Report to summarize the activities of the past year. It has been an eventful one!

We are pleased to announce that the revised *Guidelines and Criteria for CCCEP Accreditation* document was posted on our website (www.cccep.org) in August with the effective date of November 1, 2004. Revised and new forms to correlate with the Criteria were available in mid-October. The web site includes a summary document to assist readers to identify the key changes. It remains the responsibility of providers and sponsors to be familiar with and adhere to the most current version of the *Guidelines and Criteria* and all related forms. The key changes include:

- Clarification of the development and role of Learning Outcome Objectives;
- Confirmation of copyright/intellectual property on program materials;
- Submission of a disclosure form by all participants in the development and presentation of a program;
- Provision for a program provider to require the program participant to access resources external to the



program content in order to complete the post test;

- Clarification of the process to determine and assign a CEU value to accredited programs;
- New program submission categories include Independent Study Extended and Updated, and Live Extended.

These categories were created to assist potential program participants to clearly understand when a program is extended or updated from a previously accredited version.

A number of the revisions were undertaken in response to recommendations received from providers and sponsors; others were to clarify process. Comments and suggestions are encouraged and always welcome.

The accreditation fee schedule was amended effective July 1, 2004. Although the fee increase is the first since August 2000, the decision was reluctantly taken by Council following careful consideration of the Operating Budget.

Program submissions not only met but surpassed the significant increase

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experienced in the 2002-2003 fiscal year. The chart below includes restated figures from July 1/02 to June 30/03 for comparison to the most recent fiscal period ended June 30.

The published audited financial statement addresses the first full year with the fiscal year end revised from March 31 to June 30. The prior audited period does not provide a complete comparison to this year's figures as it includes only three months. The comparison figures will be more meaningful after the 2005 audit.

CCCEP is delighted to co-host the 6th International Conference on Life Long Learning in Pharmacy in Saskatoon, SK, June 26-29, 2005. This is the first opportunity for Canada to host the

Conference – which is both a challenge and an honour. The lead host is the College of Pharmacy and Nutrition at the University of Saskatchewan, assisted by the Association of Faculties of Pharmacy of Canada (AFPC) and CCCEP. The Conference theme *Practice, Academia and Industry – **Building Bridges** through Continuous Professional Development* is timely and pertinent to the profession, both nationally and internationally. Dale Wright, Bernie DesRoches and I are actively involved on the planning committee.

We anticipate an excellent response from the Canadian pharmacy community, in particular, to the Call for Presentations – to facilitate a workshop or breakout session or to present

	03-04 to 06/30	02-03 restated 06/30	02-03 to 03/31	01-02 to 03/31	00-01 to 03/31	99-00 to 03/31
Live Single					8	27
Live Multiple					9	27
Live 1 (1-3 speakers)	61	56	55	40	32	
Live 2 (4-10 speakers)	10	13	11	7	1	
Live 3 (>10 speakers)	5	4	4	10	4	
Independent Study	38	43	40	26	31	38
Fast Track	27	19	22	18	16	19
Admin Review	4	3	4	2		
Total	145	138	136	103	101	111



a research paper or a poster. Both International and Canadian speakers are confirmed for the plenary sessions. Additional information is available at www.lllp.usask.ca. Please mark your calendar, plan to attend this prestigious international event, and help us showcase Canada to the world. See you in Saskatoon!

The AFPC Conference will immediately precede the Life Long Learning Conference in Saskatoon. The AFPC education day will be on Sunday June 26 with registration open to all.

As the result of our involvement with the International Conference on Life Long Learning in Pharmacy in June 2005, CCCEP will not host a National CE Forum in 2004 or in 2005. Consideration for a CE Forum in the fall of 2006 will be undertaken by CCCEP in late 2005. Meanwhile we appreciate your active involvement in the LLLP Conference.

Historically the role of CCCEP was to promote communication and exchange among the provincial CE offices and to create accreditation standards to facilitate consistency in CEU assignment. In years past, CCCEP also recognized the lack of quality Canadian based independent study programs. As a result, CCCEP facilitated the development and distribution of Canadian home study print based lessons. Over time,

the revenue stream for CCCEP from this initiative dissolved and accessibility to quality Canadian programming became more readily available. Following considerable dialogue, Council determined in March 2004 that brokering an agreement between a developer and the provincial CE offices for a home study program was no longer the best utilization of our resources and confirmed withdrawal from that process. CCCEP will better serve its constituents by focusing on raising the bar for accreditation standards and program quality. Our interaction with providers and the increase in program submissions demonstrates that pharmacists continue to seek out and access CCCEP-accredited continuing education opportunities. Our major activities continue to centre on providing assistance to providers and sponsors to meet or exceed the accreditation criteria to enhance the availability of quality programming for pharmacists.

The CPE Outreach Education Division at the University of Alberta and the Canadian Pharmacists Association have successfully renewed their status as Approved Providers in the second year of this pilot project. A third organization recently submitted an application to participate in the project. The

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criteria for this project were adapted with permission from the American Council on Pharmaceutical Education in conjunction with the CCCEP *Criteria*.

As the result of a ruling from Canada Revenue Agency in 2002 that the Executive Director and Administrative Assistant are employees (not contract positions), Council contracted a Human Resource consultant last year to assist in the development of HR policies for CCCEP. We look forward to the completion of this undertaking and the implementation of policies and procedures which respect both the nature and size of our organization.

Considerable turnover has occurred in the membership of Council the past year as the result of changes in personal and professional obligations. We extend a sincere thank you to those who have retired from Council and warmly welcome those who are new to the circle. Each is mentioned by name in the President's report. I extend special acknowledgement to

Deb Barnhill who resigned as President for family reasons; she demonstrated dedication and enthusiasm in all her contributions to CCCEP over the years and will be missed. Many thanks to Susan Lessard-Friesen who stepped into the President's shoes a few months earlier than initially anticipated!

I also want to thank Sue Beard, our part time Administrative Assistant who works tirelessly on our behalf, cheerfully accommodating the fluctuating hours and myriad of requests sent her way.

The challenges and opportunities for the year ahead are many; I look forward to working effectively with our dedicated Council members as we focus our energy to accomplish our goals.

Respectfully submitted,

Nancy McBean, B.S.P.

EXECUTIVE

President:

Susan Lessard-Friesen, Manitoba
Effective July 1, 2004

Deb Barnhill, Nova Scotia
Resigned June 30, 2004

Vice President:

Gary Meek, New Brunswick
Effective June 28, 2004

Past-President:

Erin Farrell-MacKenzie,
Prince Edward Island
Resigned September 30, 2004

Treasurer:

Roberta Stasyk, Alberta
Effective March 1, 2004

Michelle Deschamps,
Saskatchewan
Resigned February 28, 2004

Executive Director:

Nancy McBean, Saskatchewan

**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)

Dale Wright, Calgary, AB

PROVINCIAL DELEGATES

Alberta:

Roberta Stasyk, Edmonton

British Columbia:

Carol O'Byrne, Toronto,
January 1, 2004

Janice Moshenko, Vancouver,
to December 31, 2003

Manitoba:

Susan Lessard-Friesen, Winnipeg

New Brunswick:

Gary Meek, Moncton,
November 1, 2003

Suzanne Beck, Moncton,
to October 31, 2003

Newfoundland:

Debbie Kelly, St. John's

Nova Scotia:

Bev Zwicker, Halifax,
July 1, 2004

Deb Barnhill, Truro,
to June 30, 2004

Ontario:

Bernie DesRoches, Toronto

Prince Edward Island:

Marsha Watts, Charlottetown,
October 1, 2004

Erin Farrell-MacKenzie,
Charlottetown,
to September 30, 2004

Quebec:

Anick Minville, Montreal

Saskatchewan:

Michelle Deschamps, Saskatoon

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 2003-2004

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

Susan Ferguson, NS
Gwen Gill, MB
Susan Halasi, ON
Frances Hall, 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
Nancy McLaughlin, NS

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

WEB PAGE

The CCCEP web address is
www.cccep.org

The following information and links
are available:

- Mission Statement
- Directory of CCCEP Council and Provincial CE contact persons
- Guidelines and Criteria for CCCEP Accreditation – revised effective November 1, 2004
- Forms:
 - Administrative Review Application
 - Independent Study Application
 - Independent Study Extended Application
 - Independent Study Updated Application

- Live 1 (1-3 speakers/topics) Program Application
- Live 2 and Live 3 (Conferences) Program Application
- Live Extended Program Application
- Expert Review Release Statement
- French Translation Confirmation
- Disclosure Form
- 6th International Conference on Life Long Learning in Pharmacy
- 4th Annual National Continuing Education Forum – slides and handouts

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

JUNE 30, 2004

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 June 30, 2004 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 June 30, 2004 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, Saskatchewan

August 5, 2004

BALANCE SHEET

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY JUNE 30, 2004

	June 30, 2004	June 30, 2003
CURRENT ASSETS		
Cash	\$ 19,660	\$ -
Accounts receivable	5,477	12,872
Interest receivable	4,883	6,069
Prepaid expenses	1,210	769
	31,230	19,710
INVESTMENTS (Note 4)	175,927	180,242
	\$207,157	\$199,952
CURRENT LIABILITIES		
Bank indebtedness	\$ -	\$ 5,552
Accounts payable and accrued liabilities	5,311	11,886
	5,311	17,438
NET ASSETS		
Unrestricted	201,846	182,514
	\$ 207,157	\$ 199,952

ON BEHALF OF THE BOARD:

Director *Susan Raymond-Krivan*

Director *Roberta Stuyf*

STATEMENT OF OPERATIONS AND NET ASSETS**CANADIAN COUNCIL ON CONTINUING EDUCATION
IN PHARMACY****YEAR ENDED JUNE 30, 2004**

	June 30, 2004	June 30, 2003 (3 months)
REVENUES		
Accreditation fees	\$138,020	\$ 22,300
Council meetings	12,000	12,000
Interest	4,986	1,269
Miscellaneous	423	424
Project revenues	34,409	–
	189,838	35,993
EXPENSES		
Accounting fees	4,480	1,985
Executive director – expenses	4,905	2,742
Accreditation expenses	24,131	3,050
Insurance	1,120	256
Legal	143	878
Meetings	21,229	20,117
Miscellaneous	773	160
Office	8,837	1,103
Project expenses	39,912	5,790
Salaries and benefits	64,976	19,990
	170,506	56,071
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	19,332	(20,078)
NET ASSETS, BEGINNING OF PERIOD	182,514	202,592
NET ASSETS, END OF PERIOD	\$201,846	\$182,514

STATEMENT OF CASH FLOWS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY

YEAR ENDED JUNE 30, 2004

	June 30, 2004	June 30, 2003 (3 months)
CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 19,332	\$ (20,078)
Net change in non-cash working capital balances (Note 5)	1,565	(8,689)
	<u>20,897</u>	<u>(28,767)</u>
CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES		
Purchases of investments	(77,125)	–
Investments redeemed	81,440	–
	<u>4,315</u>	<u>–</u>
INCREASE (DECREASE) IN CASH	25,212	(28,767)
(BANK INDEBTEDNESS) CASH, BEGINNING OF PERIOD	(5,552)	23,215
CASH (BANK INDEBTEDNESS), END OF PERIOD	\$ 19,660	\$ (5,552)

NOTES TO THE FINANCIAL STATEMENTS

CANADIAN COUNCIL ON CONTINUING EDUCATION IN PHARMACY JUNE 30, 2004

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.

In the previous period, CCCEP's year-end was changed from March 31 to June 30. Consequently, the three month period ended June 30, 2003 is compared to the year ended June 30, 2004.

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 use assumptions that affect the 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 recorded at amortized 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.

e) *Project revenue*

Project revenue includes the CE Forum which was held November 2003.

f) *Project expenses*

Project expenses includes the CE Forum which was held November 2003, the contracting of a Human Resources consultant, the 6th International Life Long Learning in Pharmacy Conference which is to be held in Canada in 2005 and staff and council development.

3. FINANCIAL INSTRUMENTS

The carrying value of accounts receivable, interest receivable and accounts payable and accrued liabilities approximates their fair value due to the short term maturities on these instruments.

4. INVESTMENTS

	June 30, 2004	June 30, 2003
Fixed Income Bonds	\$ 31,807	\$ –
Guaranteed Investment Certificates	144,120	180,242
	<u>\$175,927</u>	<u>\$180,242</u>

Fixed income bonds mature in 2007 and have a face value of \$30,000. The fair value of these bonds is \$31,178 (2003 – nil).

GICs earn interest rates varying from 1.25% to 3.69% (2003 – 1.5% to 4.3%) and have maturity dates ranging from January 2005 to January 2006 (2003 – July 2003 to January 2006). Cost approximates market value.

5. NET CHANGE IN NON-CASH WORKING CAPITAL BALANCES

	June 30, 2004	June 30, 2003
Accounts receivable	\$ 7,395	\$ (2,813)
Interest receivable	1,186	(1,269)
Prepaid expenses	(441)	256
Accounts payable and accrued liabilities	(6,575)	(4,863)
	<u>\$ 1,565</u>	<u>\$ (8,689)</u>

Annual Meeting
November 27 and 28, 2004
Toronto, ON



Canadian Council on Continuing Education
in Pharmacy (CCCEP)

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