

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.



This past year has been marked by challenges and opportunities for the Canadian Council on Continuing Education in Pharmacy as we move forward in support of our mission to advance life long learning by pharmacists in Canada. For close to 30 years, CCCEP accreditation has been

recognized across this country as the quality standard for continuing education programs for pharmacists. In recent years, we have seen a movement within Canada and in other countries towards promotion and adoption of continuing professional development (CPD) as a more effective model by which pharmacists can maintain and enhance their competence. The CPD model is an on-going, cyclical process for learning involving selfassessment and identification of learning needs, planning for learning activities, participation in CE and evaluation of learning with respect to identified needs, practice improvement and positive patient health outcomes. It is an evidence-based approach to enhance life long learning that results in improved practitioner performance and positive healthcare outcomes. Therefore, the challenges presently before CCCEP are integration of the CPD model in CCCEP accreditation



guidelines and criteria and the discovery of additional opportunities to facilitate incorporation of the CPD process in the life long learning of pharmacists.

CCCEP has begun to identify and plan for strategies by which we may facilitate CPD for pharmacists in Canada. The need to

establish a database of CCCEPaccredited programs has been identified as a means to assist pharmacists meet their self-directed learning needs. As well, work has begun to develop accreditation criteria and guidelines for programs delivered at a distance via a variety of technology in an effort to address the needs of a diverse group of busy practitioners with limited time available for learning. Additional work has been planned for the development of CCCEP accreditation criteria and guidelines that are more reflective of the CPD concept.

Over the course of this past year, CCCEP has established new partnerships and strengthened existing partnerships with many of our international colleagues. Our alliance with these individuals and organizations has proved invaluable as we exchange knowledge and experience regarding best practices in advancing life long



learning by pharmacists. In conjunction with the Association of Faculties of Pharmacy of Canada and the College of Pharmacy and Nutrition at the University of Saskatchewan, CCCEP co-hosted the 6th International Conference on Life Long Learning in Pharmacy in June of this year. The theme for this year's conference was Practice, Academia, and Industry — Building Bridges through Continuous Professional Development. CCCEP was well represented on the conference planning committee by delegates Dale Wright (CSHP), Bernie DesRoches (ON), and Nancy McBean, Executive Director. We congratulate Nancy for very aptly taking on the additional responsibilities of serving as Co-Chair for this outstanding international event.

A facilitated strategic planning session, undertaken in May, served to confirm CCCEP's vision and re-establish strategic goals and objectives for the organization in keeping with that vision. The session also helped to identify deficiencies and inefficiencies with respect to the resources available to the organization and utilization of these resources. It became clear to the Board that the sustained increase in numbers of programs submitted for CCCEP accreditation observed in recent years had overwhelmed available staff resources. For many years, the work of the organization had been adequately

supported by a CCCEP home-based office, part-time Executive Director, and support staff employed on a casual basis who worked from their respective home offices. With the advent of CPD, opportunities exist for CCCEP to play a much greater role in assisting pharmacists to enhance their learning and maintain competence through CPD. It became evident that infrastructure changes will be necessary to utilize available resources in a new way to allow CCCEP to assume this expanded role. Relocation of the CCCEP office to a traditional office space will provide the flexibility necessary to acquire an on-site Administrative Assistant on a regular parttime basis. With this additional support staff in place, the office staff will function more efficiently with respect to delegation of tasks and responsibilities. Our Executive Director, Nancy McBean, has been very busy over the last few months bringing these changes into place. At the same time, CCCEP has begun examination of various governance models in an effort to select and adopt the model which will most effectively support the work of our growing organization.

It is well recognized that the success of an organization is due, in large part, to the individuals working within the organization. In this respect CCCEP is no exception. On behalf of Council I *continued*...



would like to extend our thanks and appreciation to our Executive Director, Nancy McBean, Administrative Assistant, Susan Beard, Live Program reviewer Arlene Kuntz and clerical assistant Lindsay Millar, for their dedication and efforts toward the continuing success and growth of our organization. I would also like to welcome Anita Booy as our on-site Administrative Assistant for the new CCCEP office. CCCEP also wishes to thank those pharmacists from across this country who have served as panel reviewers for the CCCEP accreditation process.

Over the past year, we have seen several delegate changes on the CCCEP Board. We would like to thank Michelle Deschamps (SK), Deborah Kelly (NF) and Marsha Watts (PEI) for their many years of service on the CCCEP Board. Your commitment and contribution to CCCEP and to the advancement of life long learning by pharmacists has been tremendous. At the end of 2004, we also saw the well-deserved retirement of our most long-standing CCCEP delegate and founding member, Bernie DesRoches (ON). We will be forever indebted to Bernie for his unparalleled contribution to the continued success of CCCEP and commitment to enhancing life long learning in pharmacy.

We have had the pleasure of welcoming

several new delegates to the CCCEP Board: Yvonne Shevchuk (AFPC), Barbara Thomas (NF), Nora MacLeod-Glover (ON), and Aleta Allen (SK). We look forward to your continued work on the CCCEP Board. Sincere thanks are also extended to all of our Board delegates. Your valuable support and direction is very much appreciated during this past year as we addressed challenging issues and worked to reestablish CCCEP's vision for the future.

In closing, I would like to express my very special thanks to Gary Meek (NB), Vice President, and Roberta Stasyk (AB), Treasurer, for their inspiration, guidance and unending support. I have been fortunate to have learned many important things during this past year serving as CCCEP President, but perhaps most importantly, I have learned just how valuable real teamwork can be. It has been a privilege to have worked alongside every one of the individuals who have come together to represent the Canadian Council on Continuing Education in Pharmacy. I look forward to the coming year as we continue to move CCCEP forward as a more dynamic organization that fully responds to the CPD needs of pharmacists in Canada.

Respectfully submitted,

Susan Ginard - Krinen

Susan Lessard-Friesen, B.Sc.Pharm.



Time passes so quickly it hardly seems possible that a year has flown by since writing the last Annual Report. However, it is indeed time to reflect on the challenges and accomplishments of the preceding twelve months.

The revised Guidelines and Criteria for CCCEP Accreditation, effective

November 1, 2004, were implemented without difficulty. Program providers, developers, and sponsors appreciated the information available on the CCCEP website regarding the enhancements and have offered compliments as well as constructive feedback for future improvements. In response to previous inquiries, three new review categories were introduced in the revised Criteria. Suggestions are always welcome as we strive to assure the requirements for accreditation enhance the quality of continuing education for Canadian pharmacists and to improve the quality of our program assessment process. Flexibility is key to successful collaboration with providers and developers as innovative program formats, which are not directly addressed in the Criteria, are explored and implemented. As well, we have implemented electronic submission for Fast Track programs; pending positive feedback



from providers and review panel members, extension of this submission format for all review categories is anticipated within the next few months. Accreditation of inter-professional education is increasing as programs originally developed for other health professionals are now also CCCEP accredited. Pharmacists continue to seek

the quality of CCCEP accredited programming to meet their identified learning needs.

Program submission statistics for the fiscal year ending June 30, 2005 follow (see page 6).

One written complaint (potential bias of an accredited program presentation) was received this year; the Executive determined there was insufficient evidence to warrant punitive action. However, the program sponsor was advised of the concern and requested to assure that a presenter's personal commentary be excluded from future presentations. This issue raised the Board's awareness that a documented complaints process relating to accredited programs is required.

We are delighted that the Ontario Pharmacists Association (OPA) is the *continued* ...



third participating organization in the Approved Provider pilot project. External evaluation of the pilot project is anticipated in the first half of 2006 subsequent to the conclusion of OPA's first full year and completion of the renewal application process. Co-sponsorship, which is not facilitated under the pilot project, is one key area already identified for evaluation.

Our sincere appreciation is extended to the Pharmacy Regulatory Authorities and the four national pharmacy organizations represented on our Board of Directors for the continued support of their Delegate to our May meeting and in a variety of other ways throughout the year.

It is with regret that we advise the Prince Edward Island Pharmacy Board elected to withdraw from CCCEP effective July 2005. They have arranged for representation via the Nova Scotia College of Pharmacists appointee, through the Division of Continuing Pharmacy Education at Dalhousie University, who will liaise with the PEI Education Committee Chair. PEIPB appointees to CCCEP have taken a very active role on Council including Executive positions; their participation and perspective will certainly be missed. We look forward to circumstances in future which would facilitate their return to an active role at our Board table.

	04-05 to 06/30	03-04 to 06/30	02-03 restated to 06/30	02-03 to 03/31	02-03 to 03/31	01-02 to 03/31
Live 1 (1-3 speakers)	58	61	56	55	40	45
Live 2 (4-10 speakers)	4	10	13	11	7	4
Live 3 (>10 speakers)	7	5	4	4	10	5
Live – Extended	3					
Independent Study	32	38	43	40	26	31
Independent Study – Fast Track	32	27	19	22	18	16
Independent Study – Extended	2					
Independent Study – Updated	0					
Admin Review	9	4	3	4	2	0
Total	147	145	138	136	103	101
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I wish to extend our deep appreciation and sincere best wishes to Bernie DesRoches, Ontario College of Pharmacists appointee since the founding of CCCEP, who retired from OCP and CCCEP at the end of 2004. Following the November 2004 meeting we celebrated Bernie's extensive contributions to the development of continuing education, continuing professional development and life long learning with CCCEP and in the national and international communities. With his wise counsel and gentle manner, Bernie has mentored many and we are indeed grateful for his guidance over the years. We wish Bernie and Nellie health and contentment in their richly deserved retirement.

The audited financial statements, as published in this report, reflect continuing financial stability for CCCEP. A significant change in the audit process this year relates to revenue recognition. Revenue for open files at June 30, for which the preliminary report date falls after the fiscal year end, is now accrued to the following fiscal year. We are nearing our goal to achieve an operating reserve fund equal to one year's expenses. In addition, the designated project reserve fund has enabled undertaking two new short term contract services, a facilitated planning day in May 2005 and exploration of the most appropriate governance model

for the organization, as well as new office space.

The planning day in May 2005, facilitated by Karen Graham, PANACEA Canada inc., assisted the Board to identify and prioritize nine Key Strategic Areas (KSAs) which emerged from the stakeholder surveys undertaken by PANACEA. Breakout discussion groups resulted in a first draft of goals and objectives for each KSA. Further Board deliberation the following day re-aligned the top four KSAs to: Governance; Infrastructure and Operations; CE – Competencies, Learning Portfolios, Self Assessment, Needs-based CE; and New Markets/ Revenue Streams/Funding Sources. Governance was identified as the initial focus.

Also in May, the Board directed that CCCEP establish an external office site in Regina with regular part time hours for both the Executive Director and an Administrative Assistant. At the time of writing this report relocation from home-based offices to the new site is nearing completion. Please refer to the back cover, or to our website, for the new office contact information.

The requirement for staff to now work in a more traditional office setting will result in ending our

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working relationship with Sue Beard, our Administrative Assistant since 2001, based on her relocation to Ontario last year. Sue's capable handling of any task requested of her has been a tremendous benefit to CCCEP over the years. My personal heartfelt thank you to Sue for sharing her excellent administrative capabilities along with her business knowledge and technical expertise — and her wonderful sense of humour! I wish you well in your future endeavours. We also say farewell and thank you to Lindsay Millar who provided casual clerical assistance over the past year. In turn, we warmly welcome Anita Booy, our new Administrative Assistant. Working together in shared space will result in re-alignment of staff roles and responsibilities. Both Anita and I greatly appreciate Sue's willingness to assist in orientation and training to facilitate as efficient a transition as possible. In recent months Arlene Kuntz has assisted in the review of Live program submissions and will continue in this capacity.

CCCEP was privileged to co-host the 6th International Conference on Life Long Learning in Pharmacy in Saskatoon, SK in June 2005, in conjunction with the College of Pharmacy and Nutrition, University of Saskatchewan (lead host) and the Association of

Faculties of Pharmacy of Canada. CCCEP supported the attendance of the President and Executive Director at the Northern Ireland conference in 2000 and the Executive Director's participation on the planning committee for the South Africa event in 2002. It was a natural fit for CCCEP to be keenly involved as Canada hosted the international CE-CPD pharmacy community. The conference, which included an outstanding roster of plenary and breakout speakers, was a tremendous success. I anticipate continued involvement on the planning committee for the next conference, tentatively scheduled for 2008 in England.

Many thanks to President Susan Lessard-Friesen and the entire Board for their energy and enthusiasm. Both the role and the structure of CCCEP are evolving; change is inevitable as we continue to dedicate ourselves to *the advancement of life long learning by pharmacists in Canada*. I look forward to working together in the coming year as we carefully evaluate the opportunities and determine the best course for this part of our journey.

Respectfully submitted,

MMBean

Nancy McBean, B.S.P.



EXECUTIVE

President: Susan Lessard-Friesen, Manitoba

Vice President: Gary Meek, New Brunswick

Past-President: Vacant

Treasurer: Roberta Stasyk, Alberta

Executive Director: Nancy McBean, Saskatchewan

NATIONAL ASSOCIATION DELEGATES

Association of Faculties of Pharmacy of Canada (AFPC) Yvonne Shevchuk, Saskatoon, SK effective January 2005

Marc Desgagné, Quebec City, QC resigned November 2004

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

Manitoba: Susan Lessard-Friesen, Winnipeg

New Brunswick: Gary Meek, Moncton

Newfoundland: Barbara Thomas, Mount Pearl effective January 2005

Debbie Kelly, St. John's resigned January 2005

Nova Scotia: Bev Zwicker, Halifax

Ontario: Nora MacLeod-Glover, Toronto effective January 2005

Bernie DesRoches, Toronto resigned December 2004

Prince Edward Island: Marsha Watts, Charlottetown resigned July 2005

Quebec: Anick Minville, Montreal

Saskatchewan: Aleta Allen, Prince Albert effective April 2005

Michelle Deschamps, Saskatoon resigned April 2005



CCCEP works with a wonderful group of pharmacists who volunteer to review and critique programs submitted for independent study accreditation. Their work is crucial 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 REVIEWERS FOR THE PERIOD OCTOBER 2004 - OCTOBER 2005

Stephanie Adamic, AB Brad Blanchard, ON 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 Nancy McLaughlin, NS John McNeil, NS Marc Perreault, QC Susan Poulin, SK Brenda Schuster, SK Kausha Shah, ON Priya Sharma, SK Virginia Stites, NB Julie Toppings, MB Bill Wilson, ON Gail Young, BC Bev Zwicker, NS

WEB PAGE

The CCCEP web address is www.cccep.ca

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 ConfirmationDisclosure Form
- 6th International Conference on Life Long Learning in Pharmacy (June 2005)
- 4th Annual National Continuing Education Forum – reference slides and handouts (November 2003)

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



JUNE 30, 2005

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, 2005 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 mis-statement. 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, 2005 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Seloitte & Touche LLP

Chartered Accountants Regina, Saskatchewan August 5, 2005



JUNE 30, 2005

	2005	2004
CURRENT ASSETS		
Cash	\$ 569	\$ 19,660
Accounts receivable	15,868	5,477
Interest receivable	7,914	4,883
Prepaid expenses	1,211	1,210
Investments (Note 4)	218,352	175,927
	\$243,914	\$207,157
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 8,856	\$ 5,311
Deferred revenue	6,715	
	15,571	5,311
NET ASSETS		
Unrestricted	228,343	201,846
	\$243,914	\$207,157

ON BEHALF OF THE BOARD:

Director Suran Binand Friend Director Laute Stary



YEAR ENDED JUNE 30, 2005

	2005	2004
REVENUES		
Accreditation fees	\$159,680	\$138,020
Council meetings	15,000	12,000
Interest	6,034	4,986
Miscellaneous	_	423
Project revenues		34,409
	180,714	189,838
EXPENSES		
Accounting fees	4,770	4,480
Accreditation expenses	26,320	21,229
Executive director - expenses	4,435	4,905
Insurance	1,280	1,120
Legal	1,369	143
Meetings	27,891	24,131
Miscellaneous	1,215	773
Office	8,302	8,837
Project expenses	9,956	39,912
Salaries and benefits	68,679	64,976
	154,217	170,506
EXCESS OF REVENUES OVER EXPENSES	26,497	19,332
NET ASSETS, BEGINNING OF YEAR	201,846	182,514
NET ASSETS, END OF YEAR	\$228,343	\$201,846
13		



YEAR ENDED JUNE 30, 2005

-	2005	2004
CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES		
Excess of revenues over expenses	\$26,497	\$19,332
Net change in non-cash working capital balances (Note 5)	(3,163)	1,565
-	23,334	20,897
CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES		
Purchases of investments	(90,353)	(77,125)
Investments redeemed	47,928	81,440
-	(42,425)	4,315
(DECREASE) INCREASE IN CASH	(19,091)	25,212
CASH (BANK INDEBTEDNESS), BEGINNING OF YEAR	19,660	(5,552)
CASH, END OF YEAR	\$ 569	\$19,660



JUNE 30, 2005

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.

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 the program review is substantially complete.



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 of these instruments.

4. INVESTMENTS

	2005	2004
Fixed Income Bonds	\$ 31,229	\$ 31,807
Guaranteed Investment Certificates	164,684	144,120
Money Market Fund	22,439	_
	\$218,352	\$175,927

Fixed income bonds mature in 2007 and bear interest of 4.5% to 6.1% (2004 – 4.5% to 6.1%) and have a face value of \$30,000. The fair value of these bonds is \$31,385 (2004 - \$31,178).

GICs earn interest rates varying from 2.00% to 3.69% (2004 – 1.25% to 3.69%) and have maturity dates ranging from November 2005 to January 2006 (2004 – January 2005 to January 2006). Cost approximates market value.

The money market fund cost approximates its market value.

5. NET CHANGE IN NON-CASH WORKING CAPITAL BALANCES

	2005	2004
Accounts receivable	\$(10,391)	\$7,395
Interest receivable	(3,031)	1,186
Prepaid expenses	(1)	(441)
Accounts payable and accrued liabilities	3,545	(6,575)
Deferred Revenue	6,715	
	\$ (3,163)	\$1,565

6. COMPARATIVE FIGURES

Certain of the comparative figures have been reclassified in order to conform to the current year presentation.

Annual Meeting

November 4 and 5, 2005

Edmonton, AB



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