

Canadian Pharmacy Technician Educators Association AGM 2014

Meeting called to order at 9:30 am by meeting chair Bobbi Thomas-Bailey

Members Present:

Advit Shah	Debra Chartier	Patricia Meloche
Aldo Gatti	Diane Valiquette	Paul Snider
Amanda Carvalho	Gae Carroll	Rapinder Chahal
Angela Roach	Ginny Crawley	Ray Bartlett
Ava Feenstra	Heather Leblanc	Roberta Cox
Barb Nicholson	Joanne Stafford	Sarah-Lynn Dunlop
Bev Stotz	Julee Joseph	Sue Aro
Bob Chapman	Karen Shelton	Sue Mack-Klinger
Carole Thériault	Karen Tintor	Susan Ferguson
Caroline Legault	Karin Rivard	Tabatha McCaffrey
Cathy Schuster	Lori Weller	Terri Granigan
Cheryl Morassut	Mallorie Reid	Theresa Johnstone
Claudia Fortier	Margaret Woodruff	
Daniel Corey	Melissa Benoit	

Review of AGM 2013 Minutes

There was an error in spelling in President's report and Debra Chartier's name was missing from members in attendance.

Motion to approve minutes by Bev Stotz and seconded by Sue Ferguson

Voted and approved

Reading of Agenda

Motion to approve agenda for June 1, 2014 By Ginnie Crawley and Sue Aro

Voted and approved

Honorary Lifetime Membership Award

Bobbi Thomas-Bailey recognized and honored Bonnie Meier for her long time commitment to CPTEA. She has been officially granted an Honourary Lifetime Membership to CPTEA.

President's report

- There has been a significant increase in membership.
- CPTEA currently has representation on CCEPP, Blueprint, CCAPP, and PEBC. CPTEA has been receiving more requests from stakeholders to participate on various committees.
- Members can expect to receive emails to participate as a representative for CPTEA for many pharmacy related organizations
- Last year Bobbi Thomas Bailey and Cathy Schuster formulated a response to the NAPRA Draft Competencies for Canadian Pharmacy Technicians at Entry to Practice Competencies document presented at the AGM 2014. The recommendations were considered for the final document which has now been released.
- Members should encourage other faculty to join CPTEA.
- Members agreed that future conferences should coincide with the CPhA conference. This decision was made by the executive with encouragement from supportive organizations. This will help to make CPTEA's presence known and allow for more access to guest speakers already in attendance at CPhA conferences. CPhA conference will be in Ottawa in 2015 and CPTEA will attempt to arrange for rooms and a venue in the fall.
- An executive meeting was held on Friday May 9, 2014 to discuss the executive members appointed time in office and succession. It was decided, as per the by-laws that the President, Vice-President and would begin a two year term starting June 2014. The Treasurer, Membership Coordinator and Secretary positions would be up for successive replacement June 2015. There would be a call for nominees and a vote for the positions during the AGM. The successors would observe the current members in their perspective positions until June 2015

Treasurer's Report/Members Report

- Statement account opening balance May 2013 \$26793.27 and closing balance this year (May 2014) \$31602.99
- Only annual expenses to date are website and conference expenses. CPTEA has covered 50% of Margaret Woodruff's expenses for Blueprint for Pharmacy
- CPTEA has been asked to pay a fee for membership in CCCEP and PEBC Funds are not available to do so at this time. PEBC and CCCEP have graciously agreed to pay expenses for CPTEA members that attend their respective meetings.
- Teleconferences work really well to keep expenses down.
- Currently CPTEA has 68 paid members
- Motion to accept Treasurer's Report: Karen Shelton
- Seconded by Patti Meloche and approved by membership

Other Reports

PEBC

- Patti Meloche encouraged PEBC Awards submissions for the PEBC Award. She indicated that great things going on in the profession of pharmacy technician educators and recognition is needed. CPTEA has had an impact at PEBC so we need to submit the names of deserving members to ensure that the award granted by PEBC will not seem irrelevant to PEBC. Deadline has passed for this year (April 1st of each year) and as of today no nominations have been accepted. Award criteria can be modified to make it more accessible to our members. A reminder will be sent out regarding the PEBC award for next year. Many members (including groups) would already qualify based on the presentations during the conference. Criteria will be placed on the website to allow all members the opportunity to review.
- Patti Meloche stated that John Pugsley (PEBC) has encouraged stability with the executive to see that we are a strong organization that is moving forward.
- Bev stated that this is the first time in history that PEBC has had a CPTEA as an executive member. Cathy Schuster is the vice-president of PEBC Board.

CCCEP

- Bobbi Thomas-Bailey is the current board member who has attended 2 teleconferences and two face to face meetings.
- CCCEP's strategic goal is to "Ensure excellence in CCCEP's core business of accrediting continuing pharmacy education programs." CCCEP symbol is recognized and provides excellent continuing education for pharmacy professionals. Currently 95% of programs and activities accredited by CCCEP are for pharmacists.
- CPTEA members are encouraged to develop continuing education opportunities for pharmacy technicians
- Continuing education may also be developed for pharmacists and pharmacy technicians with separate assessments/evaluations that pertain to each profession
- Now that developers are aware of pharmacy technicians as regulated health professionals we are hopeful that an increase in CE's for all the pharmacy team members will occur.
- Bobbi Thomas-Bailey indicated that she would only continue as a board member for an additional 1 or 2 years. Members interested in becoming a CCCEP board member can express their interest to any CPTEA executive board member.

- CPTEA conference accreditation by CCCEP would provide CE units for current members. This is costly and might increase the current conference cost. This is something that will be investigated by the Conference Committee.

Blueprint for Pharmacy

- Margaret Woodruff, the current spokesperson, indicated that the committee has come a long way and accomplished much. There is a working group for technicians
- Blueprint for Pharmacy will continue to support the goal of increasing the role of the pharmacy technician. Margaret is encouraging intraprofessionalism and new roles of technicians
- Blueprint is winding down but it will be replaced by something else to continue the vision for the changing face of pharmacy

CCAPP

- Dianne Valiquette (acting member), Jackie Mendez and Marta Bostek are current committee members. Ginny Crawley's term ends in June.
- When site visits occur, all information is gathered and reported to the CCAPP Board with recommendations. The Board then decides on the CCAPP status of the programs in review.
- Motion from Cathy Schuster that Dianne Valiquette remain a representative was put to the membership
 - Second by Patti Meloche
 - Approved by membership.

AFPC Presentation

There was a one hour break in the meeting to allow for guest speaker, Marie Rocchi, Director of Education, CBRNE Collaborative to present Infoway Informatics e-Resources for Pharmacy Students. The meeting resumed immediately after the presentation was completed.

Committees

Sign-up sheets were posted for CPTEA committees listed below. Any members not present should contact an executive member to have their names added. The committee members are going to be contacted by the executive to confirm the participants at which point they will arrange a teleconference to determine the committee chair. First objective for all committees should be to create a terms of reference. Meeting minutes should be forwarded to the executive for posting on the CPTEA website.

The following committees have been formed:

- Zero tolerance committee
- Social, Events and Conference Committee
- PEBC Awards Committee
- IPE Committee
- Preceptor/ Mentor Training (Placement)
- NAPRA Competencies (Elements of Performance)
 - Work needs to commence immediately with the possibility of a template that could be used for all programs for CCAPP self-study submission
 - NAPRA has agreed that CPTEA will adopt the NAPRA Competencies for Pharmacy Technicians at Entry to Practice and further develop Competency Indicators in lieu of Learning Outcomes

Elections

a) Provincial representatives

- British Columbia- Karen Shelton
- Alberta- changed to Barb Nickelson
- Saskatchewan- Sue Mac-Klinger
- Manitoba- Karen Tintor
- Ontario- Gae Carroll
- New Brunswick- Heather Leblanc
- Nova Scotia- Sue Ferguson
- Prince Edward Island- Sue Ferguson
- Newfoundland- Ray Bartlett
- Quebec and territories are not represented at this time

b) Membership coordinators in training

- Current member Cathy Schuster
- Nominees from the floor were Terri Granigan and Dianne Valiquette
- Dianne Valiquette was elected to the position

c) Treasurer in training

- Terri Granigan acclaimed to the position

d) Secretary in training

- Melissa Benoit is the current Secretary
- Karen Tintor acclaimed to the position

e) Vice-President

- Nominees from the floor Amanda Mushynski and Patti Meloche
- Patti Meloche was elected to the position

f) President

- Bobbi Thomas-Bailey acclaimed to the position

Note: Julee Joseph and Amanda Carvalho tabulated votes for all positions.

New Business

- **Goals**

1. **Increasing membership** has been a goal that has been very successful with an increase number of members. This must continue
2. **Committee structure** – a new process that will allow many members to participate and increase membership
3. **Adapting technology** - to make membership and conference registration easier the goal of setting up a Paypal account must be completed
4. **NAPRA Competencies Indicators** – this must be completed as soon as possible

- **2015 Conference, May 29-30th, 2015, Ottawa**

- A 2 day conference with the AGM finishing on the 30th.
- A hospitality room on Thursday evening (May 28th)for an informal meet and greet will be included

Adjournment

Motion to adjourn by Ginny Crawley and seconded by Ava Feenstra

Meeting adjourned at 12:29 pm