

Canadian Pharmacy Technician Educators Association AGM 2015

Meeting called to order at 11:50 am by meeting chair Bobbi Thomas-Bailey

Members Present

| | | |
|------------------|-------------------------|---------------------|
| Patricia Meloche | Diane Valiquette | Barb Nicholson |
| Daniel Corey | Asfiya Rahman | Debra Chartier |
| Carole Theriault | Waeel Ameen | Rose Dick |
| Heather Leblanc | Lacey DiPietro | Sue Pfeifer |
| Melissa Benoit | Malone Reid | April Stuckless |
| Candace Marcum | Karen Potter | Terra Young |
| Ginny Crawley | Jackie Mendez | Bobbi Thomas-Bailey |
| Sue Aro | Amanda Carvalho | Aldo Gatti |
| Andrea Outram | Gae Carroll | Fabiola Takla |
| Terr Granigan | Angela Roach | Amanda Mushynski |
| Joanne Stafford | Marta Bozdek | Bob Chapman |
| Bev Stotz | Fariba Arjomandi-Anvari | |

Review of AGM 2014 Minutes

Motion to approve minutes by Mallory Reid and

Seconded by Bev Stotz

Voted and approved

Reading of Agenda

**CPTEA
Annual General Meeting
Ottawa, ON
May 30, 2015
Agenda**

1. Meeting called to order
2. Members present
3. Review of AGM Minutes, 2014
4. Approval of Agenda
5. President's Report
6. Treasurer's Report

7. Membership Coordinator's Report
8. Standing Items
 - a. CPTEA Goals
 - b. Website Re-Design
9. Other Reports
 - a. PEBC
 - b. CCCEP
 - c. Blueprint for Pharmacy
 - d. CCAPP
 - e. Committees Sign Up and Chair Assignments
 - i. Zero Tolerance
 - ii. Social, Events & Conference
 - iii. PEBC Award
 - iv. IPE
 - v. Preceptor/Mentorship
 - vi. Outcomes
10. Appointments
 - a. Manitoba Rep
 - b. PEBC Board Member – February 2016
 - c. CCCEP Rep – September 2015
 - d. CCAPP – ACPTP Committee – Private College member
11. Elections
 - a. Secretary
12. Addition- E-resource (regarding presentation by Bev)
13. Change CPTEA annual registration due date from July 1st to January 1st.

Motion to approve agenda for June 1, 2014 By Jackie Mendez

Seconded by Ginny Crawley

Voted and approved

President's Report:

- An increase in membership has been achieved. Members should encourage other faculty (both full and part time) to join CPTEA.
- CPTEA continues to have representation at CCCEP, CCAPP, and PEBC. Within those organizations there are additional requests for representation. New members will be required for CCCEP, CCAPP and PEBC.

- We teleconferenced with Rita for Creative4Site – our web designer. She assisted us with the implementation of the PayPal process for membership and conference payment. She also assisted with some minor changes and the uploading of many documents that were not previously available on the website (missed minutes, updated document links etc). We may want to look at our renewal date so that it occurs prior to the meeting. We also need to make some changes to the website and we can chat about that later in the AGM.
- We started the Educational Outcomes process by hiring Linda Buschmann. She was an obvious choice due to her past experiences with outcomes and competency development for pharmacy technicians, her familiarity with the pharmacy and health professional programs and her expertise in mapping, gap analysis and facilitation. The outcomes will be circulated to our stakeholders (PEBC, CCAPP and NAPRA)
- A quick mention that we will also need to elect a secretary

Treasurer's Report

- The statement account at opening at \$38,271.07 this year May
- CCAPP covered the cost of the Saturday fees for the conference
- This total has been accumulated over 13 years
- Only expenses were website, conference and payment to reassess
- Expenses were paid to develop new CPTEA educational outcomes and pay facilitator Linda Buschmann

Membership Coordinator's Report

- 63 members registered for 2014-2015
- A suggestion to change CPTEA annual registration due date from July 1st to January 1st. Anyone who has paid for this year (2015) would be paid in full until January 1, 2017.
- A motion to change the date of registration will be tabled later in the meeting during elections

PEBC Report

- There is a new blueprint in the works for the exams
- As Bev learns more she will share with the CPTEA members
- PEBC needs the names of graduates sent as soon as possible.
 - Preferable first, middle and last names
- If possible, send the number of potential graduates planning on writing to PEBC
- Amanda M brought up the legal issues of sharing students names
 - If college is unable to send names put the responsibility back on the students to make sure they contact PEBC
- Congratulations to the winner of this year's PEBC award, Gae Carroll

- Reminder to apply as soon as possible for next year (CPTEA website has information)
- Replacement needed for Bev Stotz
 - Not a light commitment
 - Travel approximately two times/year (usually Wednesday to Sunday meetings)
 - If you miss more than two meeting, you will be removed from the board
 - Lots of preparation time before meetings required

CCCEP Report

- Bobbi Thomas-Bailey is a current board member and has attended all face to face and teleconferences scheduled by CCCEP since our last AGM. (May, Sept, Nov and Feb)
- In November 2014 the Board approved definitions for program and learning activity so that they are more clearly defined for the developers and individuals who register for such professional development. Changes included wording such as:
 - Program was retained for program providers, conference programs, certificate programs
 - CCCEP program number changed to CCCEP accreditation number
 - Program level changed to activity level (live, independent and blended activities)
 - Program level changes to conference level for conferences
- Accreditation submissions were slightly better than planned
- CCCEP still only accredits 5% of all of their programs activities for pharmacy technicians
- CCCEP has planned a strategic planning workshop that will be held June 1-3 in Ottawa.
 - In preparation for this workshop CCCEP has undertaken research to identify trends in pharmacy, health and continuing professional development
- Bobbi Thomas-Bailey is the chair of the Interprofessional CE Task Group which has been meeting since September 2014 to
 - Establish a work plan
 - Identify and review relevant documents
 - Develop definitions of relevant terms
 - Develop principles for IPE

Integration with current principles of CCCEP accreditation, a position statement, a briefing document and recommendations to the Board are all in process.

Blue Print for Pharmacy Report (Bobbi Thomas-Bailey)

- Consultation is near completion
- Bobbi has contacted the organization and expressed CPTEA's interest in being part of any further consultation initiatives

Standing Items

CPTEA Goals

- CPTEA conference attendees took part in breakout sessions to review draft 2015 CPTEA Educational Outcomes

Motion to accept in principle the working document CPTEA Educational Outcomes allowing for minor revisions by committee by Gae Carroll

Seconded by Terri Granigan

Voted and approved

Website Re-Design

- Bobbi, Amanda C and Andrea will collaborate with a web designer to redesign the CPTEA website

Chair Persons appointed to each Committee

- Best Practices (formerly Zero Tolerance)- Jackie Mendez
- Social Events- Ginnie Crawley
- PEBC Awards- Patricia Meloche
- IPE- Barb Nicholson
- Preceptor/Mentorship- Bev Stotz
 - St. Frances Xavier University has a common preceptor program available
- Educational Outcomes- Gae Carroll

Appointments

- Manitoba Representative- Jackie Mendez
- PEBC Board Member Appointment-
 - contact Bev Stotz regarding commitment and to put your name forward
 - (Angela Roach expressed interested)
 - Interested persons please indicate reason for interest in this appointment
 - Interested persons names will be put forward to executive for appointment decision
- CCCEP Representative- currently Bobbi Thomas Bailey
 - Approximately 3 day meeting twice a year in Canada
 - CCCEP AGM typically follows CPhA but will not next year
 - If interested contact Bobbi
 - Interested persons names will be put forward to executive for appointment
 - Bobbi will stay on if no interested persons

- CCAPP member from private college- Gae Carroll expressed interest in becoming the CCAPP-private college representative
- Approximately 2 conference calls/year
- One face to face meeting

Election for Secretary

- Ginny Crawley nominated Rose Dick
- Seconded by Bev Stotz
- Voted and approved

Registration Renewal Year

Motion to change membership registration year to January 1- December 31st of each year

- This change is allowed in bi-laws
- Motion by Terri Granigan
- Seconded by Heather Leblanc
- All in favour and approved

Meeting Adjourned at 1:00 pm

- Motioned by Ginny Crawley
- Seconded by Aldo Gatti