

CCAPP DIRECTORY



AND ANNUAL REPORT

2005

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CCAPP Directory and Annual Report 2005

Table of Contents

	<u>Page</u>
Acknowledgements	3
CCAPP Mission and Goals	4
CCAPP Membership and Board Members 2004 – 2005	5
CCAPP Officers 2004 – 2005	5
CCAPP Accredited Programs	6
Site Visits and Accreditation Decisions – 2005	8
Report of the President – Dr. Monique Richer	10
Report of the Executive Director - Dr. Jim L. Blackburn	12
<i>Appendix 1 –The CCAPP Accreditation Process</i>	15
<i>Introduction</i>	
<i>Accreditation Standards</i>	
<i>Significance of Accreditation</i>	
<i>Accreditation as an Agent for Change</i>	
 <i>The Accreditation Process</i>	
 <i>Accreditation Decision</i>	
 <i>Site Visit Cycle</i>	
 <i>Continuation of Accreditation Status</i>	
 <i>Reference to Accreditation Status</i>	
 <i>Implementation of New Standards and Guidelines</i>	
<i>Appendix 2 – The CCAPP Audited Financial Statement 2004 – 2005</i> <i>(separate document)</i>	

ACKNOWLEDGEMENTS

CCAPP acknowledges the financial support provided by its participating member agencies through their annual membership fees: Association of Deans of Pharmacy of Canada, Association of Faculties of Pharmacy of Canada, Canadian Pharmacists Association, Canadian Society of Hospital Pharmacists, National Association of Pharmacy Regulatory Authorities, and The Pharmacy Examining Board of Canada.

We also welcome and acknowledge the financial support of Corresponding Members: Ontario College of Pharmacists and Ordre des pharmaciens du Québec.

Acknowledgement is also made of the financial support provided by the following universities through their annual accreditation fees: Dalhousie University, Memorial University of Newfoundland, University of Alberta, The University of British Columbia, The University of Manitoba, University of Toronto, Université Laval, Université de Montréal, and the University of Saskatchewan.

Finally, CCAPP acknowledges, with sincere appreciation, the very generous support of the Canadian Foundation for Pharmacy and The Pharmacy Examining Board of Canada which provide the Council with annual grants of \$10,000 and \$5,000, respectively.

CCAPP Mission and Goals

The mission of The Canadian Council for Accreditation of Pharmacy Programs is to evaluate the quality of pharmacy professional degree programs in Canadian universities and to promote continued improvement of such programs.

The goals of the Council are:

- (a) To formulate the educational, scientific, and professional principles and standards which an approved Faculty of Pharmacy is expected to meet and maintain, and to revise these principles and standards as necessary.
- (b) To appraise any Faculty of Pharmacy that requests the approval of the Council.
- (c) To publish a list of approved Faculties of Pharmacy and to revise such list annually or as frequently as may be deemed desirable.
- (d) To satisfy itself that Faculties which have been approved maintain the required standards and to withdraw approval of any Faculty failing to maintain standards formulated by the Council.
- (e) To assist in the advancement and improvement of pharmaceutical education with the ultimate aim of improving pharmacy practice for the benefit of all Canadians.

CCAPP MEMBERSHIP & BOARD 2005 - 2006

Association of Deans of Pharmacy of Canada

Dr. Dennis K.J. Gorecki - Saskatoon

Association of Faculties of Pharmacy

Dr. Sylvie Marleau - Québec

Dr. Jake J. Thiessen – Toronto

The Canadian Council for Accreditation of Pharmacy Programs

Dr. Barbara Downe-Wamboldt - Halifax

Dr. Jim Blackburn - Saskatoon

Canadian Pharmacists Association

Ms. Debra Boyle – Calgary

Canadian Society of Hospital Pharmacists

Dr. Blair Seifert - Winnipeg

National Association of Pharmacy Regulatory Authorities

Mr. Ray Joubert - Regina

Pharmacy Examining Board of Canada

Dr. Monique Richer - Québec

CCAPP OFFICERS

President – Dr. Monique Richer

President-Elect - Dr. Dennis Gorecki

Past President – Dr. Jake Thiessen

Executive Director - Dr. Jim L. Blackburn

Corresponding Members of CCAPP

Ontario College of Pharmacists

Ordre des pharmaciens du Québec

CCAPP ACCREDITED PROGRAMS

The following universities offer Pharmacy programs that have been accredited by The Canadian Council for Accreditation of Pharmacy Programs. Included in each listing is the current accreditation status and term.

University of Alberta, Edmonton, Alberta

Faculty of Pharmacy and Pharmaceutical Sciences

President Dr. R. Fraser

Dean Dr. F. Pasutto

Baccalaureate in Pharmacy - Full Accreditation Status 2004-2010

The University of British Columbia, Vancouver, British Columbia

Faculty of Pharmaceutical Sciences

President Dr. M.C. Piper

Dean Dr. R. Sindelar

Baccalaureate in Pharmacy - Full Accreditation Status 2001-2006

Doctor of Pharmacy - Full Accreditation Status 2000-2006

Dalhousie University, Halifax, Nova Scotia

College of Pharmacy

President Dr. T. Traves

Director Ms. R. Caldwell

Baccalaureate in Pharmacy - Full Accreditation Status 2004- 2010

Université Laval, Québec, Québec

Faculté de pharmacie

Recteur M. M. Pigeon

Doyen Dr. M. Richer

Baccalaureate in Pharmacy - Full Accreditation Status 2001-2006

The University of Manitoba, Winnipeg, Manitoba

Faculty of Pharmacy

President Dr. E. Szathmáry

Dean Dr. D. Collins

Baccalaureate in Pharmacy - Full Accreditation Status 2003-2007

Memorial University of Newfoundland, St. John's, Newfoundland
School of Pharmacy

President Dr. A. Meisen
Director Dr. L.R. Hensman

Baccalaureate in Pharmacy - Full Accreditation Status 2004-2010

Université de Montréal, Montréal, Québec
Faculté de pharmacie

Recteur Dr. R. Lacroix
Doyen Dr. J. Turgeon

Baccalaureate in Pharmacy - Full Accreditation Status 2002-2008

University of Saskatchewan, Saskatoon, Saskatchewan
College of Pharmacy and Nutrition

President Mr. P. MacKinnon
Dean Dr. D.K.J. Gorecki

Baccalaureate in Pharmacy - Full Accreditation Status 2005-2011

University of Toronto, Toronto, Ontario
Leslie L. Dan Faculty of Pharmacy

President Dr. R.J. Birgeneau
Dean Dr. K.W. Hindmarsh

Baccalaureate in Pharmacy - Full Accreditation Status 2001-2007
Doctor of Pharmacy - Full Accreditation Status 2001-2007

SITE VISITS AND ACCREDITATION DECISIONS - 2005

University of Saskatchewan

The third On-site Evaluation of the College of Pharmacy and Nutrition was conducted September 26 – 29, 2004. The members of the site team were:

Dr. Monique Richer
Université Laval

Dr. David Hill
University of Colorado

Dr. Laverne Vercaigne
University of Manitoba

Dr. Jim Blackburn
Executive Director, CCAPP

Mr. Bill Paterson, Observer
Saskatchewan College of Pharmacists

The new curriculum is now in place with practice experience throughout the program. It has received a very positive assessment from students, faculty and practitioners. There is a good relationship between the College and the University administration. The physical facilities are adequate and the move to the proposed Health Science Facility will be an opportunity to increase teaching and research space as well as enhance the interdisciplinary health education approaches. The new Canadian Light Source Research Facility will be a key research resource for at least three Pharmacy faculty members.

Currently there is not a strong curriculum evaluation component and the systematic assessment of evaluation is partially met. The increase of ten students per year places more pressure on the practice experience sites, particularly the institutional sites in Saskatoon and Regina. Increased College support to these institutions is required. There are concerns regarding the heavy teaching workload expectations for pharmacy practice faculty.

On May 27, 2005, the Bachelor of Science in Pharmacy (B.S.P.) program of the University of Saskatchewan was granted Full Accreditation status for a six-year period, 2005-2011. The University was asked to submit an interim report by 1 April 2008 detailing the progress made in dealing with the deficiencies identified in the On-Site Evaluation Report.

Université de Montréal

The Faculte de pharmacie was required to submit an Interim Report by 1 April 2005. A report was received outlining the program changes and it documented the progress in addressing the deficiencies that were identified in 2001 On-site Evaluation Report. It also outlined the process for implementation of the Entry Level Doctor of Pharmacy Program, proposed for acceptance of the first students in the fall of 2006.

The report was accepted and the Faculté was requested to continue to update CCAPP on new developments, including the Doctor of Pharmacy Program.

University of Manitoba

The Faculty of Pharmacy was required to submit an interim Report by 1 April 2005. The report was received which documented the program changes and commented on the progress in addressing the deficiencies outlined in the last site visit report (2002).

Since steps had not been taken to increase the pharmacy practice experience to meet the twelve week minimum requirement, the CCAPP Board approved maintaining the accreditation period of 2003 – 2007.

REPORT OF THE CCAPP PRESIDENT

ANNUAL GENERAL MEETING, MAY 27, 2005

It is my pleasure to present the President's Report for the 2004 – 2005 year. The following report reviews the activities of the President since the 2004 Annual General and Board Meetings in Toronto. The year has gone by quickly and CCAPP has been very active during that period. The dedication and hard work of our executive director has kept CCAPP on top of its many mandates. I also have to acknowledge the work of all the Board members who contributed to achieving the goals we set in Toronto.

CCAPP had one On-Site Evaluation Visit to the University of Saskatchewan in September, 2004. I was privileged to have participated in this visit. I learned much about the College of Pharmacy and Nutrition and its programs. I was pleased with the visit and wish to express my appreciation to Dean Gorecki, Acting Dean Suveges and all the faculty members for their participation. Two On-site evaluations are scheduled for 2005 – 2006: Université Laval's Baccalaureate Program – October 23 – 26, 2005 and the Baccalaureate and Doctor of Pharmacy Programs at the University of British Columbia – November 20 – 23, 2005.

The Standards and Guidelines Committee worked extremely hard to complete the preparation of the revised "Accreditation Standards and Guidelines for the Baccalaureate Degree Program in Pharmacy". This was an extraordinary amount of work for all the committee members and I wish to express my greatest satisfaction and appreciation to Dr. Sylvie Marleau, Chair of the committee for the excellence of the Committee's work. The Standards and Guidelines Committee is also in the process of preparing the first draft of the "Entry Level Doctor of Pharmacy Standards and Guidelines" as well as a draft of the "CCAPP Procedures Regarding Pre-Accreditation".

The CCAPP web site (www.ccapp-accredit.ca) was established in June of 2004. I am both pleased and impressed at the functionality of this site. We have received several favorable comments regarding the ease of use and the type of material that is available on the web site. I echo the Executive Director's appreciation to *Zu.Com Communications* of Saskatoon for the design, implementation and maintenance of the web site.

CCAPP continues to maintain its interest in working with the Canadian Pharmacy Technician Educators (CPTe) as well as other groups such as the Ontario College of Pharmacists in pursuing the potential for establishing a system for the accreditation of pharmacy technician programs in Canada. CCAPP has received expressions of interest from many other pharmacy technician programs.

I have recently learned that two colleges in Québec (CEGEP) are developing a new program for pharmacy technicians. Although they have not received accreditation from the Ministry of Education, this new program will aim at developing a higher level of competencies than the ones actually being taught in the high school programs.

With the Accreditation Council for Pharmacy Education (ACPE) in the United States mandate to only accredit Doctor of Pharmacy programs effective July 1, 2004, ACPE was not in a position to extend the recognition of CCAPP accreditation decisions after that date. Both organizations were well aware that this action would occur and the

Memorandum of Understanding continues between CCAPP and ACPE. It is important that we keep in close contact in regard to the revision of the ACPE Standards and the CCAPP development of Entry Level Doctor of Pharmacy Standards as the lack of recognition of CCAPP accreditation has had an impact on our graduate's ability to obtain licensure in the United States. We welcome the continued collaboration with Mr. Mike Rouse, ACPE Assistant Executive Director for International and Professional Affairs.

I am also quite pleased that several countries have expressed an interest in our accreditation process. It is important that CCAPP continue to establish its creditability and become better known on the international scene.

I again echo the Executive Director's comments on the health of our finances. The year 2004 – 2005 was exceptional with only one site visit and we were able to achieve a surplus which will be earmarked towards special projects such as the establishment of new standards and guideline for the "Entry Level Doctor of Pharmacy Program" and the potential consideration of the accreditation of pharmacy technician programs.

It has been a great pleasure and privilege to work with our Executive Director, Dr. Jim Blackburn as well as the Executive and CCAPP Board. I also want to acknowledge the great work of the Standards and Guidelines Committee and its chair, Dr. Sylvie Marleau as well as Dr. David Hill, who continues to contribute extensively to the advancement of CCAPP. I am looking forward to welcoming Drs. Hindmarsh, Marleau, Blackburn and Hill to Québec City for our On-Site visit in October. 2005.

I consider myself privileged to have served as your president for the past year and look forward to continuing to serve with you on the Board.

Respectfully submitted,

Monique Richer, Pharm.D., M.A. (ed)
President

REPORT OF THE CCAPP EXECUTIVE DIRECTOR

ANNUAL GENERAL MEETING, MAY 27, 2005

It is my pleasure to present the Executive Director's Report for the 2004 – 2005 year. The following is a brief update on the activities of CCAPP since our 2004 Annual General and Board Meetings in Toronto:

ACCREDITATION ACTIVITIES

CCAPP had one On Site Evaluation to the University of Saskatchewan on September 26 – 29, 2004. I wish to express our appreciation to Dean Gorecki, Acting Dean Suveges and faculty members for the scheduling arrangements for the site visit. The hospitality and organization were most conducive to the visitors.

The On Site Evaluations for 2005 - 2006 are scheduled as follows:

Université Laval – October 23 – 26, 2005
- Baccalaureate Program

University of British Columbia – November 20 – 23, 2005
- Baccalaureate and Doctor of Pharmacy Programs

CCAPP STANDARDS AND GUIDELINES

The Standards and Guidelines Committee completed the preparation of the first draft "Accreditation Standards and Guidelines for the Baccalaureate Degree Program in Pharmacy" in January of 2005. This document was distributed to member organizations, faculties and other stakeholder groups for comment and the responses have been received. The Committee will be meeting on May 26 and it is planned that a final draft of the accreditation standards and guidelines for the baccalaureate program will be presented to the May 27 CCAPP Annual Board Meeting.

The Standards and Guidelines Committee is in the process of preparing the first draft of the Entry Level Doctor of Pharmacy Standards and Guidelines. Dr. Sylvie Marleau, Chair of the Committee will be reporting on the progress of this project at the Board meeting.

We are currently evaluating our processes for the consideration of new pharmacy degree programs in Canada. The Standards and Guidelines Committee will also be presenting the document "CCAPP Procedures Regarding Pre-accreditation" for consideration at the Board meeting.

CCAPP WEB SITE (www.ccapp-accredit.ca)

The CCAPP web site was established on June of 2004 and we have received several favorable comments regarding the ease of use and the type of material that is available on the web site. I wish to express sincere appreciation to **Zu.Com Communications** of Saskatoon for the design, implementation and maintenance of our web site. We encourage comments on how we can improve the web site and other mechanisms for enhancing communication among CCAPP member organizations as well as with external stakeholders.

PHARMACY TECHNICIAN ACCREDITATION

CCAPP continues to maintain our interest in working with the Canadian Pharmacy Technician

Educators (CPTe) as well as other groups such as the Ontario College of Pharmacists in pursuing the potential for establishing a system for the accreditation of pharmacy technician programs in Canada. We have received expressions of interest from pharmacy technician programs in Alberta, Manitoba and New Brunswick. President Richer and I will be meeting with Mr. Rock Folkman, Chair of CPTe and representatives from OCP at the Canadian Pharmacists Association Conference in Québec City to consider the future course in this process.

INTERNATIONAL ACTIVITIES

With the ACPE mandate to only accredit Doctor of Pharmacy programs effective July 1, 2004, ACPE was not in a position to extend the recognition of CCAPP accreditation decisions after that date. Both organizations were well aware that this action would occur and the Memorandum of Understanding continues between ACPE and CCAPP. We keep in close contact on a number of issues, particularly in regard to the revision of the ACPE Standards and the CCAPP development of Entry Level Doctor of Pharmacy Standards. We welcome Mr. Mike Rouse, ACPE Assistant Executive Director for International and Professional Affairs to our meeting and we look forward to discussing several items of mutual interest during the sessions.

In September of 2004, I had the opportunity of representing CCAPP at the International Federation of Pharmacy (F.I.P.) Conference in New Orleans as well as attending the International Forum for Quality Assurance of Pharmacy Education. Mike Rouse has provided outstanding leadership in the development to the International Forum and I am very pleased to serve on the Steering Committee.

During the year, we have received specific requests for information regarding our accreditation program from Australia/New Zealand and England as well as expressions of interest from a variety of other countries. We continue to pursue the recommendations from the 2003 Vision for the Future Committee regarding establishing a larger role for CCAPP on the international scene.

The 6th International Conference on Life Long Learning in Pharmacy is being held in Saskatoon, June 26 – 29th and I have the pleasure of serving as the Co-Chair of the conference. There are over 80 international presentations during the three day session and for more information, please check the web site (www.lllp.usask.ca). It provides an excellent opportunity for meeting leaders in continuing professional pharmacy education from all parts of the world and I would encourage CCAPP members to attend.

FINANCES

The establishment of new standards and guidelines for the “Entry Level Doctor of Pharmacy Program” and the potential consideration of accreditation of pharmacy technician programs are projects that will require extra funding during the developmental stages. Since 2004 – 2005 was an exceptional year with only one site visit, we were able to achieve a surplus which will be earmarked towards those special projects.

ADVISORY COMMITTEE ON HEALTH DELIVERY & HUMAN RESOURCES

The Deputy Ministers of Health have established procedures for “Assessment Application for Changes to Entry to Practice Credentials for Medical and Health Professions”. I believe it is important that academic pharmacy join with the professional pharmacy organizations in reviewing this document to determine how we proceed in meeting the criteria if we are to receive approval for the establishment of the Entry Level Doctor of Pharmacy Programs in Canada.

SPECIAL THANKS

It has been a distinct pleasure to work with President Richer, the Executive and the CCAPP Board. I must devote special thanks to Chair Sylvie Marleau and the Standards and Guidelines

Committee for their exceptional efforts in revising the baccalaureate standards, development of the first draft of the Entry Level Doctor of Pharmacy Standards as well as review of the pre-accreditation procedures. They have devoted a significant amount of personal time throughout the year to these efforts.

Dr. David Hill, former President and Associate Executive Director, continues to provide exemplary contributions to CCAPP activities. David has served on all four On-site Evaluation Teams during the past two years and in addition is playing a primary role on the Standards and Guidelines Committee.

With this kind of support and leadership from Board and Committees, it is a pleasure and an honor to work for CCAPP!

Respectfully submitted

Jim Blackburn, Pharm.D.
Executive Director

APPENDIX 1 – THE CCAPP ACCREDITATION PROGRAM

Introduction

Under the Canadian constitution, education and licensure for professional practice fall within the jurisdiction of each of the ten provinces and three territories. However, the desire for reciprocity has necessitated that mechanisms be developed to ensure comparable levels of education across the country.

In the case of pharmacy, the Association of Faculties of Pharmacy of Canada, a voluntary association of pharmacy academics, developed a standard minimum curriculum in the 1940's. Subsequently, a national pharmacy examination board, The Pharmacy Examining Board of Canada (PEBC), was established in 1963. All provinces, except Québec, require PEBC registration as a prerequisite for licensure of out-of-province graduates and out-of-country applicants.

The approved minimum curriculum, coupled with a national examination, worked well in establishing comparability among the Faculties of Pharmacy, as long as pharmacy education was primarily a university-based, science program. However, with the move towards a more clinically orientated program, it became increasingly difficult to achieve consensus on what specific content should be included in the minimum curriculum. The introduction of clinical clerkships and extended practicums of varying lengths and types, the use of external clinical teaching facilities, the utilization of part-time clinical instructors in place of full-time tenured faculty, all led to the recognition that increased emphasis on student outcome was more important than strict adherence to a rigidly defined minimum curriculum. As a result, the concept of a standard minimum curriculum was dropped.

However, the need for a mechanism to facilitate reciprocity remained. Also, there was a growing recognition by pharmacy practitioners, pharmacy educators and the various pharmacy examination and licensing bodies that the Canadian public was entitled to assurance that the pharmacy education provided by the various universities met recognized Canadian standards and was more or less comparable. Hence, the establishment of The Canadian Council for Accreditation of Pharmacy Programs (CCAPP) which was granted Letters Patent by the Canadian Government on 5 January 1993. Dr. Bruce Schnell served as the first Executive Director of CCAPP until June 30, 2003.

CCAPP is composed of representatives appointed by the Association of Deans of Pharmacy of Canada, the Association of Faculties of Pharmacy of Canada, the Canadian Pharmacists Association, the Canadian Society of Hospital Pharmacists, the National Association of Pharmacy Regulatory Authorities and The Pharmacy Examining Board of Canada. There is also a non-pharmacy member on the Council. Non-academic appointees form a majority of the Board of Directors which is responsible for establishing the Accreditation Standards, setting policy and managing the accreditation process.

CCAPP currently accredits 11 pharmacy academic programs offered at nine Canadian universities. Graduates from a CCAPP accredited program may apply directly for the Qualifying Examination of The Pharmacy Examining Board of Canada. Graduates from a non-accredited program must first pass the PEBC Evaluating Examination, designed to determine if the program of study completed is comparable to one accredited by

CCAPP.

* Faculty also means School or College.

Accreditation Standards

The accreditation Standards define the outcomes expected of the education program. CCAPP has established a total of 25 Standards in eight broad categories - Standards for Mission, Planning, and Assessment; Standards for Organization and Administration; Standards for the Academic Program; Standards for Students; Standards for Faculty and Staff; Standard for Library and Learning Resources; Standards for Physical and Practice Facilities; and Standard for Financial Resources.

Accreditation Standards reflect those professional and educational attributes identified by the Council as essential to a Faculty of Pharmacy program. The Standards embrace the philosophy that program graduates should have acquired general and special knowledge; general to avoid the constraints of too narrow a perspective, special to provide a basis for critical professional evaluations. The Standards recognize that a quality pharmacy education is dependent on a variety of components including general knowledge, basic and professional sciences, and professional practice experience.

Recognizing the importance of having a built-in mechanism for the regular review and updating of Standards to guard against rigidity and stagnation of the academic program, CCAPP has a standing committee charged with the responsibility of ensuring that the Accreditation Standards reflect contemporary pharmacy practice and pharmaceutical knowledge.

It is also necessary to guard against specifying too narrowly what must be included in the actual curriculum. Each Faculty must be free to develop its program taking advantage of local opportunities and within the context of its own university and resource base. In fact, diversification should be encouraged. CCAPP's aim is comparability of output without necessarily having comparability of process. One might say that CCAPP encourages "controlled diversity".

Significance of Accreditation

Accreditation is the public recognition accorded a professional program that meets established professional qualifications and educational standards through initial and periodic evaluation. Accreditation concerns itself with both quality assurance and program enhancement. It applies to programs and is to be distinguished from certification or licensure, which applies to individuals.

The values of accreditation are many and CCAPP serves concurrently a number of constituencies including the Faculties of Pharmacy and their universities, students and prospective students, licensing and examination bodies, the profession of pharmacy, and the general public.

For Faculties of Pharmacy and their universities, accreditation provides the stimulus for self-assessment and self-directed program improvement, a basis for decision making about the investment of public or private funds, and the enhancement of reputation

because of public regard for accreditation.

For students and prospective students, accreditation provides assurance that the educational program of an accredited Faculty has been found to be satisfactory and is up to approved standards.

For pharmacy examination and licensing bodies, accreditation provides a reliable basis for making decisions concerning eligibility, examination content, and licensure either by examination or reciprocity.

For the profession of pharmacy, accreditation provides a means for the participation of practitioners in setting the educational requirements for entering the profession, giving assurance that those who graduate will be adequately prepared for practice.

For the general public, accreditation leads to the improvement of professional services as accredited programs modify their requirements to reflect changes in knowledge and pharmacy practice.

Accreditation as an Agent for Change

The accreditation process is ideally situated in the scheme of things to achieve change in both pharmacy education and pharmacy practice because it serves as a link between the two. Representatives of the profession and of the Faculties, through their involvement on the Council, are responsible for establishing the standards for the academic programs and for conducting program evaluations. Accordingly, the challenge of getting new pharmaceutical knowledge applied in practice and of getting new concepts of pharmacy practice incorporated into the curriculum is facilitated through the accreditation process.

It will be fairly obvious how the quality assurance aspect of accreditation can result in change in an academic program. If a program is found through self-assessment and external review to be below standard, and if the university wants to achieve or maintain accreditation status, then changes must be made so that the deficiencies are removed.

It may be less obvious how accreditation can lead to program enhancement. The key is the Accreditation Standards and the dynamic nature of the process. The CCAPP Standards are reviewed and updated on a cycle which roughly corresponds to the average accreditation award period. Thus, every few years, every Faculty of Pharmacy in Canada that wants to be accredited is challenged by a revised set of standards which reflect both new pharmaceutical knowledge and changes in pharmacy practice.

THE ACCREDITATION PROCESS

In a very general way, each Faculty seeking accreditation is asked to define what it wants to achieve with its professional program - i.e. what is its mission - what is its intended outcomes? It is asked to demonstrate that it has a program and the resources to produce that outcome. It is asked to have procedures for evaluating whether or not the desired outcome is achieved. Finally, it is asked to have a plan for correcting deficiencies and for incorporating new ideas into its program.

There are five steps in the accreditation process:

1. The University makes application for accreditation under CCAPP. The application is composed of three sets of documents:

(a) Application for Accreditation - providing information on personnel, budgets, enrolment, etc.

(b) Self-Assessment Report - providing in-depth information on the Faculty under the headings outlined in the Self-Assessment Guide. The focus is on the present and the past five years, i.e. "where we have been and where we are".

(c) Strategic Plan - detailing the Faculty's plans for the next five-year period. It focuses on "where we want to go and how we plan to get there".

2. An On-Site Evaluation for a Baccalaureate Program is conducted by a four-member team composed of a CCAPP Board member, a dean, a pharmacy faculty member and the Executive Director, or Associate Executive Director, of CCAPP. Every effort is made to include individuals with expertise in University and Faculty policies, procedures and finances; in the pharmacy practice/clinical area and/or the social and administrative sciences; and in the basic sciences. When a Pharm.D. Program is being evaluated, an individual with experience as a faculty member in a Pharm.D. program is added to the team. The appropriate provincial licensing body (bodies) is (are) invited to appoint an observer to each on-site evaluation team.

The team seeks information to supplement the Self-Assessment Report, determines the feasibility of the Strategic Plan, and prepares a draft report.

3. The Executive Director prepares a final report on the Faculty and a recommended accreditation status for consideration by the CCAPP Board of Directors.

4. The Board of Directors makes a decision on the appropriate accreditation status to be granted the Faculty and determines the time period and/or any conditions to be associated with the accreditation award.

5. The University President and the Dean of the Faculty are advised of the Board's decision and the accreditation status is published in the CCAPP Annual Directory.

Full accreditation is granted for a specific term, not exceeding six years. Thus, an ongoing cycle of self-assessment, strategic planning and external review is established within each Faculty of Pharmacy.

ACCREDITATION DECISION

The CCAPP Board of Directors makes the accreditation decision. In arriving at a decision, the Board considers the accreditation history of the Faculty; the application, self-assessment report and strategic plan submitted by the University; the On-Site Evaluation Report; the University's response to the On-Site Evaluation Report; and, any other relevant information. In-person presentations to the Board from the University

regarding their accreditation review will occur only at the request of the Board.

Accreditation is granted for a specific term, the maximum being six years. A shorter term may be granted, if significant areas of concern are noted. The accreditation term normally ends on December 31 of the specified year.

Preliminary Accreditation

The professional program of a new or existing Faculty of Pharmacy that has been accepted as a member of the Association of Faculties of Pharmacy of Canada may be granted Preliminary Accreditation status on the basis of a limited site visit and/or an institutionally prepared prospectus. Preliminary Accreditation will be granted only once and for a limited period of time.

Full Accreditation

The professional program of a Faculty of Pharmacy is granted initial or continued Full Accreditation status for a six-year term, if it has been demonstrated to the satisfaction of CCAPP that the program complies with accreditation standards, including the appropriateness of program goals, the adequacy of resources and organization to meet these goals, educational outcomes which indicate these goals are being met, and that plans and commitments are in place to provide reasonable assurance that these goals will continue to be met.

All programs, receiving an original accreditation award of six years, are normally required to submit an Interim Report at the midpoint of the accreditation period, i.e. after three years. The required Interim Report should cover the period of time since the last Self-Assessment Report and include: changes in the academic program; changes in the financial resources available to the Faculty; changes in the academic staff; steps taken to deal with deficiencies identified in the On-Site Evaluation Report; and, progress made in the implementation of the approved strategic plan. In situations where the initially approved strategic plan was for a period less than six years, the Interim Report must include a strategic plan for the balance of the accreditation period.

Conditional Accreditation

The professional program of a Faculty of Pharmacy may be granted Conditional Accreditation, if major deficiencies in compliance with accreditation standards and/or requirements are identified. Conditional Accreditation will initially be granted for a maximum of three years, extendable to a longer term (not exceeding six years), subject to receipt of a report, which convinces the CCAPP that the matters giving rise to its concerns are being adequately addressed. If it is deemed that satisfactory progress is not being made, the program, at that time, may be granted Probationary Accreditation. Alternately, if the major deficiencies identified when conditional accreditation was initially granted are considered to have been satisfactorily rectified, the program may be granted Full Accreditation.

Probationary Accreditation

The professional program of a Faculty of Pharmacy that has been accredited and subsequently fails to comply with standards may be given Probationary

Accreditation status. The Chief Executive Officer of the institution and the Dean of the Faculty are given due notice of the Council's action. A period of approximately six months is given for the institution to show cause why the probationary status should be rescinded or to present sufficient evidence of improvement, or plans for improvement, to warrant restoration of Conditional Accreditation or Full Accreditation. Should the University not demonstrate a commitment to rectifying identified deficiencies within one year, after the six-month period given to show cause, the program will no longer be accredited.

It is important that all constituents understand that a major goal of CCAPP is to assist in the advancement and improvement of pharmaceutical education. Hence, should a program receive Probationary Accreditation status, it is important that the University regularly seek CCAPP's advice on the appropriate course of action to be followed.

SITE VISIT CYCLE

Site visits normally will be held every six years, for programs granted Full Accreditation or Conditional Accreditation. For programs on Probationary Accreditation, a site visit normally will be required prior to the restoration of Conditional or Full Accreditation. Requests to defer a scheduled site visit will only be granted in exceptional circumstances, subsequent to a well-justified request from the university.

CONTINUATION OF ACCREDITATION STATUS

The accreditation award is subject to continuous review and may be withdrawn, for cause, at any time. Continuation of accreditation status for the full term of the award is conditional on the University continuing to offer the approved program and on the maintenance of the resources required for its effective delivery. Accordingly, during the term of the award, the University is required to advise the Council of any significant change in the design or content of the program, or in its resource base.

REFERENCE TO ACCREDITATION STATUS

A University is required to inform current students, prospective students, and the general public of the current accreditation status of its Pharmacy program as listed in the Directory. The University is authorized to use the following statement in the University calendar, recruitment brochures, and other official University publications:

"The Baccalaureate in Pharmacy (or Doctor of Pharmacy) Program of the (name of Faculty) of (name of University) has been granted (Preliminary, Full, Conditional, Probationary) Accreditation Status by The Canadian Council for the Accreditation of Pharmacy Programs for a (-year) term."

IMPLEMENTATION OF NEW STANDARDS AND GUIDELINES

CCAPP will notify Faculties when the next revision of the Standards and Guidelines will occur, the subsequent consultation period, and the implementation date. There normally will be at least five years between the initiation of a Standards and Guidelines revision and the implementation date.