



**The Canadian Council for Accreditation of Pharmacy Programs  
Le Conseil canadien de l'agrément des programmes de pharmacie**

---

Leslie Dan Faculty of Pharmacy, University of Toronto, 1207-144 College St., Toronto, ON, Canada M5S 3M2  
Phone (416) 946-5055 • Fax (416) 978-8511 • Website: [www.ccapp-accredit.ca](http://www.ccapp-accredit.ca)

**ANNUAL REPORT**  
  
**and**  
  
**DIRECTORY OF ACCREDITED PROGRAMS**  
  
**2011-2012**



## TABLE OF CONTENTS

	<u>Page</u>
Acknowledgement.....	4
CCAPP Mission and Goals .....	5
CCAPP Membership and Board of Directors .....	6
CCAPP Officers 2011 – 2012 .....	6
Directory of CCAPP Accredited Programs.....	7
Site Visits and Accreditation Decisions 2011 – 2012	
- Université Laval .....	10
- Université de Montréal .....	11
- University of Saskatchewan.....	12
- University of Waterloo.....	13
- Qatar University .....	14
- King Saud University.....	15
Pharmacy Technician Programs.....	16
Report of the President – Ms. Patricia Macgregor .....	19
Report of the Executive Director – Dr. K. Wayne Hindmarsh.....	21
<b><u>Appendix 1</u></b> – The CCAPP Accreditation Program.....	26
- Introduction	
- Accreditation Standards	
- Significance of Accreditation	
- Accreditation as an Agent for Change	
The Accreditation Process .....	29
Accreditation Decision .....	30
- Pre-accreditation Policy	
- Full Accreditation	
- Conditional Accreditation	
- Probationary Accreditation	
Site Visit Cycle.....	33
Continuation of Accreditation Status.....	33
Reference to Accreditation Status.....	33

Implementation of New Standards .....	34
<b><u>Appendix 2</u></b> – The CCAPP Audited Financial Statement 2011-2012 .....	35

## **ACKNOWLEDGEMENTS**

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

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

2011-2012 marked the third year that accreditation fees were collected from accredited pharmacy technician programs in Canada and it is anticipated that public college and private career college institutions will be the source of significant financial support to CCAPP in the future. We acknowledge the support of all those programs which have been awarded an accreditation status.

Finally, CCAPP acknowledges, with sincere appreciation, the very generous support of the Pharmacy Examining Board of Canada (PEBC) which provided the Council with a major grant in 2011 - 2012.

## **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 pharmacy technician programs to promote continued improvement of such programs.

The goals of the Council are:

- (a) To formulate, based on recognized regulatory and professional declarations, the educational, scientific, and professional principles and standards to which an accredited school, college, institution or faculty of pharmacy or pharmacy technician program is expected to meet and maintain, and to revise these principles and standards as necessary.
- (b) To appraise any school, college, institution, or faculty of pharmacy or pharmacy program in Canada that requests the accreditation from the Council.
- (c) To publish a list of accredited programs from schools, colleges, institutions and faculties of pharmacy and pharmacy technician programs and to revise such lists annually or as frequently as may be deemed desirable.
- (d) To satisfy itself that schools, colleges, institutions and faculties which have been accredited maintain the required standards and to withdraw accreditation of any school, college, institution or faculty failing to maintain standards formulated by the Council.
- (e) To assist in the advancement and improvement of pharmacy education in Canada and internationally.

## **CCAPP MEMBERSHIP AND BOARD OF DIRECTORS, 2010 - 2011**

Association of Deans of Pharmacy of Canada

Dr. Pierre Moreau – Montréal, QC

Association of Faculties of Pharmacy

Prof. Susan Mansour – Halifax, NS

Prof. Carmen Vézina - Québec, QC

The Canadian Council for Accreditation of Pharmacy Programs

Dr. Louise Nasmith (*non-pharmacy academic appointee*) – Vancouver, BC

Dr. Wayne Hindmarsh (ex-officio) Toronto, ON

Canadian Pharmacists Association

Mr. Rick Siemens – Lethbridge, AB

Canadian Society of Hospital Pharmacists

Ms. Patricia Macgregor – Toronto, ON

National Association of Pharmacy Regulatory Authorities

Mr. Marshall Moleschi – Vancouver, BC

Pharmacy Examining Board of Canada

Dr. Linda Suveges – Saskatoon, SK

## **CCAPP OFFICERS 2011- 2012**

President – Patricia Macgregor

President-Elect – Linda Suveges

Past President – Susan Mansour

Executive Director - K. Wayne Hindmarsh

## **DIRECTORY OF 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 award and term. The listing reflects the status of each program as of June 30, 2012

### **Canadian Programs**

#### **University of Alberta, Edmonton, Alberta**

Faculty of Pharmacy and Pharmaceutical Sciences

President Dr. I. Samarasekera

Dean Dr. J. Kehrler

***Baccalaureate in Pharmacy - Full Accreditation Status 2011 - 2017***

#### **The University of British Columbia, Vancouver, British Columbia**

Faculty of Pharmaceutical Sciences

President Dr. S. Toope

Dean Dr. R. Sindelar

***Baccalaureate in Pharmacy - Full Accreditation Status 2006 - 2013***

***Doctor of Pharmacy - Full Accreditation Status 2006 - 2013***

#### **Dalhousie University, Halifax, Nova Scotia**

College of Pharmacy

President Dr. T. Traves

Director Prof. R. Caldwell

***Baccalaureate in Pharmacy - Full Accreditation Status 2010 - 2016***

#### **Université Laval, Québec, Québec**

Faculté de pharmacie

Recteur Dr. D. Brière

Doyen Dr. J. Lefebvre

***Baccalauréat en pharmacie - Full Accreditation Status 2012-2015***

***Doctorat en pharmacie - Provisional Accreditation Status 2012-2015***

#### **The University of Manitoba, Winnipeg, Manitoba**

Faculty of Pharmacy

President Dr. D.T. Barnard

Dean Dr. N. Davies

***Baccalaureate in Pharmacy - Full Accreditation Status 2007 - 2013***

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

President      Dr. G Kachanoski  
Director      Dr. L.R. Hensman

***Baccalaureate in Pharmacy - Full Accreditation Status 2010 - 2016***

**Université de Montréal, Montréal, Québec**  
Faculté de pharmacie

Recteur      Dr. G. Breton  
Doyen      Dr. P. Moreau

***Baccalauréat en pharmacie - Full Accreditation Status 2008 - 2014***

***Doctorat en pharmacie – Full Accreditation Status 2012 - 2018***

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

President      Mr. R.P. MacKinnon  
Dean      Dr. D.S. Hill

***Baccalaureate in Pharmacy - Full Accreditation Status 2012 - 2016***

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

President      Dr. D. Naylor  
Dean      Dr. H. Mann

***Baccalaureate in Pharmacy - Full Accreditation Status 2007 - 2013***

***Doctor of Pharmacy - Full Accreditation Status 2007 - 2013***

**University of Waterloo, Waterloo, Ontario**  
School of Pharmacy

President      Dr. F. Hamdullahpur  
Director      Dr.D. Edwards

***Baccalaureate in Pharmacy - Conditional Accreditation Status  
2012 - 2015***

### **International Programs**

**Qatar University, Doha, Qatar**  
College of Pharmacy

President      Dr. Sheikha Al-Misnad  
Dean      Dr. P.J. Jewesson

***Baccalaureate in Pharmacy - Full Accreditation Status  
2012 – 2018***



**King Saud University, Riyadh SA**  
College of Pharmacy

Rector            Dr. Abdullah Alothman

Dean             Dr. Y. Asiri

***Baccalaureate in Pharmacy – Provisional Accreditation Status  
2011-2012***

***Doctor of Pharmacy – Provisional Accreditation Status  
2012-2013***

## SITE VISITS AND ACCREDITATION DECISIONS, 2011 - 2012

### Canadian Programs

#### **Université Laval**

An on-site evaluation of the Faculté de pharmacie was conducted October 3-5, 2011. The members of the site team were:

Dr. Pierre Moreau  
University of Montreal

Professor Anson Tang  
University of Waterloo

Dr. David Grierson  
University of British Columbia

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

Ms. Marie-Claude Poulin  
Observer, Ordre des pharmaciens du Québec

The CCAPP Board viewed the Faculty as having made a number of significant steps in the development of their Doctorat en pharmacie program and while still continuing to maintain the Baccalauréat en pharmacie program. There are a number of challenges in maintaining the two programs with limited number of faculty. It is evident the Faculty has strong support from Central Administration and the Health Science Faculties within their university, as well as the pharmacy community which is vitally important for the increased number of experiential requirements.

A new Dean was recently appointed. Dr. Jean Lefebvre is enthusiastic, dynamic and able to lead the Faculty. The faculty and staff are supportive and their faculty excel in teaching and research. The new facilities for the Faculté are excellent and offer opportunities for interprofessional education since both Medicine and Nursing are in the same building.

The CCAPP Board request the Faculty submit a strategic plan by December, 2012 and submit an interim report by March 31, 2013 addressing other items perceived as being 'partially met' in the on-site evaluation report. The next on-site visit will be in the fall of 2014.

On June 13, 2012, *"the Baccalauréat en pharmacie program of the Faculté de pharmacie of the Université Laval was awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the three year*

*term, 2012-2015”.*

On June 13, 2012, *“the Doctorat en pharmacie program of the Faculté de pharmacie of the Université Laval was awarded the status of Provisional Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the three year term, 2012-2015”.*

## **Université de Montréal**

An on-site evaluation of the Faculté de pharmacie was conducted October 23-26, 2011. The members of the site team were:

Dr. Jean-Pierre Grégoire  
University of Laval

Dr. Christine Allen  
University of Toronto

Ms. Patricia Macgregor  
President, CCAPP

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

M. Michel Caron (Observer)  
Adjoint professionnel au secrétariat général, Ordre des pharmaciens du Québec

The CCAPP Board viewed the Faculty as having made significant accomplishments since the last visit in 2007. Not only has the new PharmD program had its first graduates, but the Faculty has introduced a bachelors program in biopharmaceutical sciences, redesigned the MSc program in pharmacy practice (hospital) and developed an international pharmacy graduate program. The faculty has integrated new teaching strategies that are producing confident and independent students; there is evidence of clear tracking of individual students through transversal competencies; a pharmaceutical care map has been produced which facilitates consistency in teaching; and new policies and procedures have been developed creating greater transparency.

Dean Moreau, was recently reappointed and he is highly respected by senior administration, health science deans, faculty, staff, students and the pharmacy community.

There were no major deficiencies noted. The Université is required to submit an interim progress report by March 31, 2015. The next on-site visit will occur in the fall of 2017.

On June 13, 2012, *“the Doctorat en pharmacie program of the Faculté de pharmacie of the Université de Montréal was awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the six year term, 2012-2018.*

### **University of Saskatchewan**

An on-site evaluation of the College of Pharmacy and Nutrition was conducted November 20-23, 2011. The members of the site team were:

Dr. James Kehrer  
University of Alberta

Mr. Marshal Moleschi  
CCAPP Board Member  
Ontario College of Pharmacists

Dr. Jake Thiessen  
University of Waterloo

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

Dr. Joan Bobyn (Observer)  
Saskatchewan College of Pharmacists

The CCAPP Board viewed the pharmacy program as being solid, but at a point where renewal may be needed to offer a program that incorporates current educational methods/techniques. The College has highly committed and dedicated faculty; the clinical practices of the professional faculty is strong and innovative; there are exemplary specialty rotations; the new health sciences complex, into which the College will be moving, is world class and offers exciting opportunities to advance research and interprofessional education; and there is strong support from the professional community.

There are some structural and administrative issues which should be addressed including communication processes, budget concerns, Development office personnel, and preceptor development.

The CCAPP Board requests yearly updates on the progress of their action plan and a full interim progress report by March 31, 2014. The next on-site visit to review the Bachelor of Science in Pharmacy program will be in the fall of 2015.

On June 13, 2012, *“the Bachelor of Science in Pharmacy program of the College of Pharmacy and Nutrition of the University of Saskatchewan was awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy*

*Programs for the four year term, 2012-2016.*

## **University of Waterloo**

An on-site evaluation of the School of Pharmacy was conducted November 6-9, 2011. The members of the site team were:

Professor Rita Caldwell  
Dalhousie University

Dr. Sheryl Zelenitsky  
University of Manitoba

Ms. Patricia Macgregor  
President, CCAPP

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

Ms. Della Croteau (Observer)  
Ontario College of Pharmacists

The CCAPP Board viewed the School as one that is continuing to offer an innovative educational program. The faculty and staff are enthusiastic and committed to producing graduates who will ably meet the challenges within the pharmacy profession and who will be able to provide optimal patient centred care. The university successfully concluded a search for a new director who is prepared to lead the School to the next level. A number of changes are being implemented which will enhance the outcomes of the educational program.

There is a tremendous amount of work in developing a new School and the faculty are to be congratulated on the graduation of their first group of students. Now that they have completed the initial phase in development, attention needs to be directed to a number of items identified by the visitation team. The Board is aware that the faculty and staff are in the process of addressing a number of these issues and look forward to updates on their progress.

The School will provide an interim progress report by March 31, 2014 and the next visit will be in the fall of 2014 or the spring of 2015.

On June 13, 2012, *“the Bachelor of Science in Pharmacy program of the School of Pharmacy of the University of Waterloo was awarded the status of Conditional Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the three year term, 2012-2015.*

## **International Programs**

### **Qatar University**

The fourth on-site evaluation of the College of Pharmacy was conducted December 5-8, 2011. The members of the site visit team were:

Dr. David Hill, Dean  
College of Pharmacy and Nutrition, University of Saskatchewan

Professor Susan Mansour  
Dalhousie University  
Past-President CCAPP

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

The CCAPP Board viewed the College as one that is offering an excellent educational program and one that is producing well-educated graduates. The graduates will undoubtedly raise the profile of Pharmacy within Qatar. The university is to be congratulated on the success of the College. Dean Jewesson and his faculty have built excellent relationships with key stakeholders within the University and they are providing a leadership role within the health system in the country, establishing the identity of the pharmacist as a clinical expert similar to that accepted in North America. The Supreme Council for Health recognizes the dean and the College as respected advisors on pharmaceutical and pharmacy practice regulatory issues.

On June 13, 2012, *“the Bachelor of Science in Pharmacy program of the College of Pharmacy of Qatar University was awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the six year term, 2012-2018.*

## **King Saud University**

An on-site evaluation of the College of Pharmacy was conducted April 8-10, 2012. The members of the site team were:

Dr. David Hill  
University of Saskatchewan

Dr. Tom Brown  
University of Toronto

Dr. Wayne Hindmarsh  
Executive Director, CCAPP

The CCAPP Board viewed the College as having instituted a number of positive changes since the visit in 2011. The College has definite strengths in their human resources (has hired talented faculty), their leadership within the profession and the University, research expertise, and their clinical teaching sites. There were some items identified by the team which are being addressed. These items are not seen as being insurmountable.

Dean Asiri is providing excellent leadership. The support of university administration, faculty, staff and practitioners is evident. A number of future faculty are currently being trained abroad and will provide further clinical and research strengths to their program.

On June 13, 2012 *“the Doctor of Pharmacy program of the College of Pharmacy at King Saud University was awarded an extension of Provisional status by the Canadian Council for Accreditation of Pharmacy Programs for one year term, (2011-2013)”*.

# CCAPP

## The Canadian Council for Accreditation of Pharmacy Programs Le Conseil canadien de l'agrément des programmes de pharmacie

### Pharmacy Technician Programs Current Accreditation Award Status (updated June 2012)

Program	Location	Award	Conditions	Conditions / Additional Information	Effective Date	Term
Algonquin Careers Academy	Mississauga, ON	Provisional	Yes		Jul 1/12	Jul 2012 – Mar 2013
Algonquin Careers Academy	Ottawa, ON	Provisional	Yes		Jul 1/12	Jul 2012 -- Mar 2013
Bow Valley College	Calgary, AB	Provisional	None		Jan 1/09	Jan 2009 – Dec 2012*
Cape Breton Business College	Sydney, NS	Provisional	None		July 1/10	Jul 2010 – Dec 2013
CDI College-Burnaby	Burnaby, BC	Provisional	None		July 1/11	Jul 2011 – Jun 2014
CDI College-Calgary City Centre	Calgary, AB	Provisional	None		Jan 1/11	Jan 2011 – Dec 2013
CDI College-Edmonton	Edmonton, AB	Provisional	None		Jan 1/09	Jan 2009 – Dec 2012*
CJ Healthcare	Scarborough	Provisional	Yes		July 1/12	July 2012- June 2013
Centennial College	Toronto, ON	Provisional	None		July 1/08	Jul 2008 – Dec 2012*
Collège Boréal	Sudbury, ON	Provisional	None		Jan 1/10	Jan 2010 – Dec 2012
College of North Atlantic – Qatar	Doha, Qatar	Provisional	None		Jan 1/11	Jan 2011 – Dec 2013
Community College of New Brunswick, Campbellton	Campbellton, NB	Provisional	None		Jan 1/10	Jan 2010 – Dec 2012
Cornwall Career College (Academy of Learning)	Cornwall, ON	Provisional	None		Jan 1/10	Jan 2009 – Dec 2012*



CTS Canadian Career College	Barrie, ON	Provisional	Yes		Jul 1/12	Jul 2012 – Mar 2013
CTS Canadian Career College	North Bay, ON	Provisional	None		April 1/09	Apr 2009 – Dec 2012
CTS Canadian Career College	Sudbury, ON	Provisional	None		April 1/09	Apr 2009 – Dec 2012
Eastern College	Dartmouth, NS	Provisional	Yes		Jan 1/12	Jan 2012-Dec 2013
Fanshawe College of Applied Arts & Technology	London, ON	Provisional	None		July 1/08	Jul 2008 -- Dec 2012*
Fleming College	Peterborough, ON	Provisional	Yes		Jan 1/12	Jan 2012-Dec 2013
Georgian College	Barrie, ON	Provisional	Yes		Jan1/12	Jan 2012-Dec 2013
Herzing College	Ottawa, ON	Provisional	None		April 1/10	Apr 2010 – Dec 2013
Herzing College	Winnipeg, Man	Provisional	Yes		Jan. 1, 2012	Jan 2012 – Dec 2013
Humber Institute of Technology & Advanced Learning	Toronto, ON	Full	None		Jul 1, 2012	Jul 2012 - Jul 2017
Insignia College of Health and Business	Victoria, BC	Provisional	None		Jan 1/11	Jan 2011 – Dec 2013
Kingston Learning Centre	Kingston, ON	Provisional	None		April 1/09	April 2010 - Dec 2013
La Cité collégiale	Ottawa, ON	Provisional	None		Jan 1/09	Jan 2009 – Dec 2012*
Lambton College	Sarnia, ON	Provisional	None		Jul1/08	Jul 2008 – Dec 2012*
Mohawk College of Applied Arts and Technology	Hamilton, ON	Provisional	None		Jul 1/09	Jul 2009 – Dec 2012
MTI Community College	Surrey, BC	Provisional	None		Jul 1, 2011	Jul 2011 – Dec 2014
National Academy of Health and Business	Mississauga, ON	Provisional	Yes		Jul 1, 2012	July 2012-June 2013
New Brunswick Community College	St. John, NB	Provisional	None		Jan 1, 2011	Jan 2011 – Dec 2013
New Brunswick Community College	Moncton	Qualifying	Yes		Jul 1/12	Jul 2012 – June 2013
Niagara College of Applied Arts and Technology	Welland, ON	Full	None		Jul 1/12	Jul 2012-Jun 2017
NorQuest College	Edmonton, AB	Full	None		Jul 1/12	Jul 2012 – June 2017

Nova Scotia Community College	Dartmouth, NS	Provisional	None		Jul1/10	Jul 2010 – Dec 2013
Okanagan College	Kelowna, BC	Provisional	None		Jul 1/10	Jul 2010 – Dec 2013
Oulton College	Moncton, NB	Provisional	None		Jul 1/10	Jul 2010 – Dec 2013
Red Deer College	Red Deer, AB	Provisional	None		Jan 1/09	Jan 2009 – Dec 2012*
Robertson College	Calgary, AB	Provisional	None		Jan1/11	Jan 2011 – Dec 2013
Robertson College	Winnipeg, MB	Provisional	Yes		July 1/11	Jul 2011 – Dec 2014
Saskatchewan Institute of Applied Science and Technology (Kelsey)	Saskatoon, SK	Full	None		July1/12	Jul 2012 – June 2017
Sault College	Ste Saint Marie, ON	Provisional	None		July 1/12	Jul 2012-June 2015
Selkirk College	Castlegar, BC	Provisional	None		Jul 1/10	Jul 2010 – Dec 2013
Sheridan Institute of Technology and Advanced Learning	Brampton, ON	Full	None		Jul1/12	Jul 2012 – June 2017
St. Clair College of Applied Arts and Technology	Windsor, ON	Full	None		Jul 1/12	Jul 2012 – June 2017
Thompson Career College	Kamloops, BC	Provisional	None		Jan 1/09	Jan 2009 – Dec 2012*
Vancouver Community College	Vancouver, BC	Provisional	None		Jul 1/11	Jul 2011 – Jun 2014
Westervelt College	London, ON	Provisional	None		April 1/10	April 2010 – Dec 2013
Winnipeg Technical College	Winnipeg, MB	Provisional	None		Jan 1/10	Jan 2010 – Dec 2012

\*Accreditation term expiration extended by CCAPP Board of Directors at its June 10, 2010 meeting from December 2011 to December 2012

## **REPORT OF THE PRESIDENT**

### **Annual General Meeting – June 13, 2012**

The mission of the Canadian Council for Accreditation of Pharmacy Programs (CCCAP) is to evaluate the quality of Pharmacy Professional Degree programs in Canadian Universities and Pharmacy Technician programs at community, regional public colleges and private career colleges to provide feedback to support continued improvements of such programs. The Board of Directors is responsible for establishing accreditation standards, setting policy and managing the accreditation process. CCAPP has also expanded its accreditation activities in recent years to include select international programs.

During the past year, CCAPP conducted four Canadian university pharmacy program accreditation site visits, the Universities of Laval, Quebec, October 2011, Montreal, Quebec, October 2011, Saskatchewan, November 2011 and Waterloo, Ontario, November 2011. In addition CCAPP conducted site visits at three International universities. An accreditation site visit was conducted at Qatar University, Doha, Qatar, Dec 2011, at King Saud University, Riyadh, Saudi Arabia, April 2012 and a pre accreditation on site evaluation was conducted Beirut Arab University, May 2012 with the focus on providing guidance for the university for future accreditation application.

The Standards Committee for University programs continued with another active year, finalizing the new entry level degree program standards with significant input from university stakeholders. The resulting standards, effective January 2013, are updated to reflect the curriculum required to produce suitably qualified pharmacists for the future direction of the profession, including an enhanced commitment to interprofessional education. The Pharmacy Technician Standards Committee also completed the update of the Pharmacy Technician Program Standards, approved by CCAPP effective January 1, 2012.

This was another busy year for pharmacy technician program reviews. CCAPP reviewed and recommended qualifying to provisional status for two pharmacy technician programs: CJ Healthcare College, Scarborough, Ontario and the National Academy of Health and Business, Mississauga, Ontario. In addition, nine pharmacy technician programs were reviewed and recommended for full accreditation: Humber College, Toronto, Ontario, Sheridan College, Toronto, Ontario, ST. Clair College, Windsor, Ontario, Norquest College, Edmonton, Alberta, SIAST College, Saskatoon, Saskatchewan, Algonquin Career College, Mississauga, Ontario, Algonquin Career College, Ottawa, Ontario, Niagara College, Welland, Ontario, CTS College, Barrie, Ontario

The Executive Director, Dr. K. Wayne Hindmarsh, Professor and Dean Emeritus of the Leslie Dan Faculty of Pharmacy at the University of Toronto continues to lead the Council with exemplary organizational skills, communication, coordination and stamina for the many program visits conducted this year and has continued to foster stakeholder relations important to the mandate of

CCAPP. His efforts and dedication are commendable. It is always a pleasure to work with him.

I would also like to recognize the considerable efforts of the members of the Board of Directors, Standards Committees and site visit teams for the incredible achievements over the past year and for their dedication, time commitment and professionalism.

A particular thank you to Susan Mansour, on completion of her term and Marshall Moleschi for their work leading the standards review processes for the pharmacist and technician programs respectively.

Respectively submitted,

Patricia Macgregor, BSc(Pharm, Hons), MHSc CHE, MRPharmS  
President, CCAPP 2011-2012

## Executive Directors Report – June 2012

I am happy to report on the work of CCAPP for 2011-2012. This year there was a higher than usual number of university programs that were reviewed - Four Canadian and three international as well as five new pharmacy technician programs in addition to reviews of 11 technician programs for consideration of provisional or full accreditation. The Standards Committee was also very active and after receiving feedback from stakeholders met on two separate occasions. Approval of the 2013 Standards is being considered at our meeting today.

I wish to thank President Macgregor, the Executive and all members of the Council for your continued support. I also wish to express my gratitude to David Malian for his tremendous support as Coordinator of the Pharmacy Technician Program. David, along with Jim Blackburn and the Accreditation Committee for Pharmacy Technician Programs provide valuable input into the mandate of our mission and into the decisions of Council.

The following provides a brief update of CCAPP activities since our last annual meeting:

### Standards for Accreditation

The new Pharmacy Technician Standards became effective January 2012. Both English and French versions are available on the CCAPP website. Two new programs have been reviewed using these Standards and all programs reviewed for full accreditation this year submitted their documentation based on the new Standards. The transition has gone quite well.

The Standards for University Programs were circulated for stakeholder input on two occasions. The input received was thoughtful and beneficial. The final revision, if approved by Council members today, will become effective January 2013.

### Accreditation Activities – Canadian Degree Programs

CCAPP conducted four site visits this past year. The baccalaureate pharmacy programs at the Université Laval, University of Waterloo, and the University of Saskatchewan were reviewed as were the Doctor of Pharmacy programs at the Université de Montréal and Laval Université. The evaluation reports and the responses obtained from these universities will be considered as part of our business later today.

### Accreditation Activities – International Degree Programs

CCAPP conducted on-site visits of three International programs: two for accreditation consideration and one for external review with the intent of improvement of the program. Repeat visits were conducted for the evaluation of

the baccalaureate program at the College of Pharmacy at Qatar University and the baccalaureate and PharmD programs at College of Pharmacy at King Saud University in Riyadh, Saudi Arabia. This was the second visit to King Saud University and the fourth visit to Qatar University. The program at Qatar has developed well and is being considered for full accreditation. The College of Pharmacy at King Saud University continues to align their programs with the CCAPP accreditation standards.

Other requests have been received as a result of their governments/universities requesting external accreditation for the improvement of their programs and alignment with those of North America. Other programs are looking for equivalency. In May, our president Patricia Macgregor, Dr. Tom Brown and I traveled to Beirut Lebanon (Beirut Arab University) to provide guidance to their Baccalaureate program development. Their program is currently very science based. There are a number of changes that would have to be made before accreditation could even be considered.

### **Accreditation Activities – Pharmacy Technician Programs**

While the number of new programs applications for accreditation has decreased, five new programs were reviewed - Georgian College (Barrie, ON), Fleming College (Peterborough, ON), Sault College (Sault Ste. Marie, ON) Eastern College (Dartmouth-Halifax, NS) and New Brunswick Community College – Moncton NB Campus. Follow-up reviews for consideration of Provisional Status were conducted for Herzing College (Winnipeg, MB), CJ Healthcare College (Scarborough, ON), and the National Academy of Health and Business (Mississauga, ON). A major activity in progress is the review of all the Colleges whose current accreditation status expires in December 2012 (24 Schools). It has been difficult securing teaching faculty from the Technical Schools to participate in these reviews because of their heavy teaching commitments during the academic year. CCAPP requires these reviewers to take the on-line course for evaluators provided by the Association of Accrediting Agencies of Canada prior to participating as a member of the site-team.

#### **A breakdown of the numbers of schools (by province) which have qualifying/provisional accreditation:**

<b>British Columbia</b>	<b>7</b>	<b>(1 College dropped out of the program)</b>
<b>Alberta</b>	<b>6</b>	
<b>Saskatchewan</b>	<b>1</b>	
<b>Manitoba</b>	<b>3</b>	<b>(1 pending)</b>
<b>Ontario</b>	<b>24</b>	<b>(1 deferred)</b>
<b>New Brunswick</b>	<b>4</b>	
<b>Nova Scotia</b>	<b>3</b>	<b>(1 deferred)</b>
<b><u>International (CNA-Qatar campus)</u></b>	<b><u>1</u></b>	
<b>Total</b>	<b>49</b>	

### **Canadian Pharmacy Technician Educators Association (CPTEA)**

It is a pleasure to welcome CPTEA to the Council table. Through discussions with the President/Acting President the partial funding for this appointment was realized through a \$20 assessment fee for each Technician Program. We look forward to a long term relationship with this important group of educators.

### **The Canada Not-for-profit Corporations Act (NFP)**

The new Canada NFP Act establishes a new set of rules for federally incorporated not-for-profit corporations in Canada. These new rules under the Act are modern, flexible and more suited to the needs of the not-for-profit sector. The By-laws committee has been looking into the necessary documentation that will be submitted prior to October 17, 2014. CCAPP must replace its letters patent and by-laws with new charter documents by submitting articles of continuance to obtain a Certificate of Continuance and creating and filing new by-laws. Contact has been made with a lawyer to assist us with this requirement and we will have an something to consider during our next Board meeting.

### **American Council on Pharmaceutical Education (ACPE)**

In 2002 a Memorandum of Understanding was signed between ACPE and CCAPP with an agreement to:

- Regularly communicate, share and exchange information regarding accreditation criteria, systems, policies, procedures, standards, guidelines, manuals, publications and lists of accredited programs;
- Invite each other periodically to observe their respective board meetings;
- Invited each other to observe or participate in their respective accreditation site visits;
- Study their respective accreditation systems, policies and procedures, and the pharmacy education and training in their respective countries, with a view to expanding the scope of this understanding, including exploring the mutual recognition of accreditation decisions; and
- Cooperate and collaborate in any other manner as mutually agreed.

With the delay of the PharmD designation for Canadian programs, this Memorandum has not, in the recent past, been seen as being relevant. Discussions between ACPE and CCAPP would indicate it is time to consider revising the memorandums since a number of our activities (for example, international activities) continue to be of mutual interest. The attendance of ACPE at our meeting and my attendance at their upcoming meeting may offer an opportunity to consider a re-write of this Memorandum.

## **Website**

The website has been moved 'in-house'. Zu.com communications informed us in the fall that they were not able to continue servicing our contract. After looking at other providers it was decided to move it to Toronto. With the support of the University it is now possible to update the site much faster, ensuring its currency.

## **Accreditation of Interprofessional Health Education (AIPHE)**

CCAPP continues to be an active participant in this initiative. An AIPHE Phase 3 workshop has been slated for September 10-13, 2012, thanks to the initiative of a number of individuals including our Board member, Dr. Louise Nasmith. The goals of the workshop are to:

- To strengthen partnerships between researchers and knowledge users who want to understand the impact of IPE accreditation standards on students during their training and after graduation
- To validate the evidence base as it relates to IPE in health professional programs cited in the AIPHE Standards Guide, and
- To foster uptake and application of the IPE accreditation standards by a growing number of accrediting organizations, address the knowledge translation required for change management.

## **Association of Accrediting Agencies of Canada**

CCAPP continues to be a member of this Association. I attended two meetings this past year. This Association allows for interaction with not only other health professional accrediting agencies but other groups from whom we can learn. AAAC has developed a training program for site visitors who are new to the process and we can access this for the training of university and pharmacy technician site visitors.

## **University of Ottawa and Moncton University**

I was asked to meet with university administrators from these two universities to discuss the implications of accreditation on a combined university pharmacy program (French speaking). They are considering a PharmD curriculum.

## **CCAPP Member Relations**

I attended CSHP mid-year meeting and, along with our President, met with their executive to discuss mutual items of interest – including pharmacy technician placements, the 2012 Pharmacy Technician Standards and the draft university standards.

I attended the CPTEA meeting in Moncton to provide an update on CCAPP and to discuss our mutual issues with the accreditation process.



I was invited to the 2012 Forbidden City International Pharmacist Forum to present on Canadian Pharmacy education, continuing education and accreditation tools (Beijing). This international conference is attended by up to 2000 participants. During this visit I was also invited to speak to Pharmacy faculty and students at the Capital Medical University. There was interest in our accreditation process since their program is accredited by the Government.

Once again I thank you all for your continued support. It was a busy, but productive year for CCAPP and our office.

Respectively submitted,

A handwritten signature in cursive script, appearing to read "K. Wayne Hindmarsh".

K. Wayne Hindmarsh

## **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 participating in the National Association of Pharmacy Regulatory Authorities (NAPRA) mutual recognition agreement require PEBC registration as a prerequisite for licensure of graduates from universities within member provinces, for out-of-province graduates and for out-of-country applicants.

The approved minimum curriculum, coupled with a national examination, worked well in establishing comparability among the pharmacy schools, 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 practicum 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 learning outcomes 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 Government of Canada on 5 January 1993. Dr. Bruce Schnell served as the first Executive Director of CCAPP until June 30, 2003 followed by Dr. Jim Blackburn until August 31, 2006.

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 and are responsible for establishing the accreditation standards, setting policy and managing the accreditation process.

CCAPP currently accredits 13 pharmacy academic programs offered at ten universities in Canada. In 2006, the University of Waterloo was the first new program to be granted qualifying accreditation status since the formation of CCAPP in 1993. 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.

### **Accreditation Standards**

Accreditation standards define the required structures, processes and outcomes expected of the institution applying for CCAPP recognition. The 1998 version of the CCAPP Standards contained 25 standards (2006 Revision – 23 standards in seven broad categories) 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 a standard for Financial Resources.

Accreditation standards reflect those professional and educational attributes identified by the Council as essential to the professional program in a pharmacy school. The standards embrace the philosophy that 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 clinical practice experiences.

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 its 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 pharmacy school 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 pharmacy schools and their universities, students and prospective students, licensing and examination bodies, the profession of pharmacy, and the general public.

For pharmacy schools 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 school 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 pharmacy schools, through their involvement on the Council, are responsible for establishing 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 pharmacy school 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 school seeking accreditation is asked to define what it wants to achieve with its professional program - i.e. what is its mission - what are the intended outcomes? It is asked to demonstrate that it has a program and the resources to produce those outcomes. It is asked to have procedures for evaluating whether or not the desired outcomes are 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 for the school 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 school's plans for the next five-year period. It focuses on "where we want to go and how we plan to get there".

2. A site visit 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 CCAPP executive director. Every effort is made to include individuals with expertise in university and pharmacy school policies, procedures and finances; in the pharmacy practice/clinical area and/or the social and administrative sciences; and in the basic sciences. When a post BSc PharmD Program is being evaluated, an individual with experience as a faculty member in a PharmD program is added to the team. The appropriate provincial regulatory authority (authorities) is (are) invited to appoint an observer to each site visit 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 school 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 pharmacy school and determines the time period and/or any conditions to be associated with the accreditation award.
5. The university's president and the dean of the school 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 pharmacy school.

### **ACCREDITATION DECISION**

The CCAPP board of directors makes the accreditation decision. In arriving at a decision, the board considers the accreditation history of the school; the application, self-assessment report and strategic plan submitted by the university; the site visit evaluation report; the university's response to the evaluation report; and, any other relevant information. In-person presentations to the board from the university regarding their accreditation review 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.

## **Pre-Accreditation Policy**

The professional program at a pharmacy school may be granted one of two pre-accreditation awards, depending upon its stage of development. In the instance of a newly founded school, the program generally progresses through both statuses. The standards are similar to those used to review established programs, however, pre-accreditation involves, in large measure, documentation and verification of planning in accord with standards and provision of reasonable assurances for a quality outcome. A new or existing school that has been accepted as a member of the Association of Faculties of Pharmacy of Canada and the Association of Deans of Pharmacy of Canada may be granted an accreditation award on the basis of a limited site visit and/or an institutionally prepared prospectus or academic plan.

### **1. Qualifying Accreditation**

A new program that has no students enrolled but has appointed a dean or director may be granted qualifying accreditation. The granting of qualifying status confirms that a university's planning for the pharmacy program has taken into account CCAPP standards and suggests reasonable assurances of moving to the next step, the award of provisional accreditation. Granting of qualifying status brings no rights or privileges of accreditation. Full disclosure by the university of the term and conditions of this award is required.

Qualifying accreditation is generally permitted for up to four years, after which the program is expected to apply for provisional accreditation (provided the program has admitted students). A program that has held qualifying status for four years but has not admitted its first class of students will be withdrawn from the pre-accreditation process unless information is provided by the university to satisfy the board that the program is making progress toward actual initiation.

### **2. Provisional Accreditation**

A new program that has students enrolled but has not graduated a class of students may be granted provisional accreditation. The granting of the provisional accreditation award denotes a developmental program which is expected to mature in accord with stated plans and within a defined time period. Reasonable assurances are expected that the program will be eligible for full accreditation as programmatic experiences are gained, generally, by the time the first class has graduated.

The term of a provisional accreditation award is generally not permitted for more than four years. A program that has graduated its first class, but subsequently denied full accreditation in its first attempt, is eligible for conditional accreditation.

Graduates from a school designated as having provisional accreditation will be deemed by CCAPP to be graduates of an accredited program if the program subsequently gains receives a full or conditional accreditation award at its first opportunity.

### **Full Accreditation**

The professional program of a pharmacy school is granted initial or continued full accreditation status for a six-year term. The school must demonstrate 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 accreditation award of six years are required to submit at least one interim progress report, normally 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 pharmacy school; changes in the academic staff; steps taken to deal with deficiencies identified in the site visit 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 in place for the balance of the accreditation period.

### **Conditional Accreditation**

The professional program of a pharmacy school 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, a term which is extendable for another three years if necessary. An extension requires the submission of a report from the school which provides satisfactory evidence to 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 school that has been accredited and subsequently fails to comply with standards may be given probationary accreditation status. The chief executive officer of the university and the dean or director of the school 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 guidance on the appropriate course of action to be followed.

### **SITE VISIT CYCLE**

Site visits will normally be conducted at a school every six years, for programs granted full accreditation or conditional accreditation. For programs with probationary accreditation, a site visit will normally 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, its leadership, 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 pharmacy school) of (name of university) has been granted (Qualifying, Provisional, Full, Conditional, Probationary) Accreditation Status by The Canadian Council for the Accreditation of Pharmacy Programs for the period \_\_\_\_ to \_\_\_\_.”

### **IMPLEMENTATION OF NEW STANDARDS**

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

**APPENDIX 2**  
**THE CCAPP AUDITED FINANCIAL STATEMENT**

---

**The Canadian Council for Accreditation  
of Pharmacy Programs  
Annual Financial Statements**  
March 31, 2012

---

**Millard, DesLauriers & Shoemaker LLP**

**Chartered Accountants**

A member of IAP A-BHD Association with affiliated offices across  
Canada and internationally

---

---

## The Canadian Council for Accreditation of Pharmacy Programs Financial Information

March 31, 2012

---

<u>Contents</u>	<u>Page</u>
Independent Auditors' Report	1 - 2
Statement of Financial Position	3
Statement of Operations and Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 8

---

---

# Millard, DesLauriers & Shoemaker LLP

---

Chartered Accountants, Licensed Public Accountants

---

156 Front Street West  
Suite 301  
Toronto, Ontario  
M5J 2L6

## Independent Auditors' Report

Tel : (416) 599-7255  
Fax : (416) 599-7268  
Email : [mds@mdsca.com](mailto:mds@mdsca.com)  
Internet : [www.mdsca.com](http://www.mdsca.com)

To the Board of Directors of  
The Canadian Council for Accreditation of Pharmacy Programs

We have audited the accompanying financial statements of The Canadian Council for Accreditation of Pharmacy Programs, which comprise the statement of financial position as at March 31, 2012 and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

---

# Millard, DesLauriers & Shoemaker LLP

---

Chartered Accountants, Licensed Public Accountants

---

*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Canadian Council for Accreditation of Pharmacy Programs as at March 31, 2012, and its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*Millard, DesLauriers & Shoemaker LLP*

Toronto, Canada  
June 9, 2012

Chartered Accountants, Licensed Public Accountants

# The Canadian Council for Accreditation of Pharmacy Programs

## Statement of Financial Position

As at March 31

2012

2011

### Assets

#### Current

Cash	\$	161,122	\$	90,883
Accounts receivable		3,844		6,654
Prepaid expenses		14,694		3,791
Investments - current portion (Note 5)		152,725		-
		332,385		101,328
Investments - long term portion (Note 5)		151,275		300,000
	\$	483,660	\$	401,328

### Liabilities

#### Current

Accounts payable and accrued liabilities	\$	21,215	\$	16,670
Deferred revenue		28,285		-
		49,500		16,670

### Equity

#### Unrestricted net assets

		434,160		384,658
	\$	483,660	\$	401,328

Approved on behalf of the Board:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

See accompanying notes to the financial statements.

# The Canadian Council for Accreditation of Pharmacy Programs

## Statement of Operations and Changes in Net Assets

For the Year Ended March 31

2012

2011

Revenue		
Accreditation fees	\$ 271,150	\$ 256,590
Membership fees	53,820	52,500
Grant	5,000	10,000
Investment income	4,490	3,492
	<u>334,460</u>	<u>322,582</u>
Expenses		
Administration fees	24,180	25,050
Insurance	7,375	7,328
Interest and bank charges	479	460
Meetings and travel	41,711	27,538
Office	21,916	20,394
Professional fees	3,400	4,150
Rent	9,000	9,000
Site visits	65,162	47,952
Travel - Executive Director	5,533	8,099
Wages and employee benefits	104,901	76,669
Website	1,301	5,183
	<u>284,958</u>	<u>231,823</u>
Excess of revenue over expenses	49,502	90,759
Unrestricted net assets, beginning of year	384,658	293,899
Unrestricted net assets, end of the year	<u>\$ 434,160</u>	<u>\$ 384,658</u>

See accompanying notes to the financial statements.



# The Canadian Council for Accreditation of Pharmacy Programs

## Statement of Cash Flows

For the Year Ended March 31

2012

2011

### Cash flows from (for) operating activities

Excess of revenue over expenses	\$ 49,502	\$ 90,759
Net changes in non-cash working capital balances related to operations:		
Investments	(4,000)	(190,000)
Accounts receivable	2,810	(4,392)
Prepaid expenses	(10,904)	(144)
Accounts payable and accrued liabilities	4,546	1,248
Deferred revenue	28,285	-
	<u>70,239</u>	<u>(102,529)</u>

### Cash flow from investing activities

-	-
---	---

### Cash flow from financing activities

-	-
---	---

Increase (decrease) in cash for the year 70,239 (102,529)

Cash, beginning of the year 90,883 193,412

Cash, end of the year \$ 161,122 \$ 90,883

### Supplementary information

Interest paid \$ - \$ -

See accompanying notes to the financial statements.

---

# The Canadian Council for Accreditation of Pharmacy Programs

## Notes to Financial Statements

March 31, 2012

---

### 1. Nature of Operations

The Canadian Council for Accreditation of Pharmacy Programs (the "Council") is a non-profit organization incorporated in 1993 under The Canada Corporations Act. The Council assesses the quality of pharmacy programs in Canadian universities and Canadian technical pharmacy programs and promotes continued improvement of educational programs.

---

### 2. Significant Accounting Policies

#### (a) Cash

Cash consists of bank deposits held with financial institutions. There are no restrictions on cash held by the Council.

#### (b) Investments

Investments consist of Guaranteed Investment Certificates ("GIC's") held with the Bank of Montreal. GIC's maturing within the next twelve months have been classified as short-term.

#### (c) Capital Expenditures

Items of a capital nature are expensed in the year of acquisition. This policy is considered appropriate for not-for-profit organizations where the acquisition of capital items is incorporated within the annual budgeting process and annual revenues are less than \$500,000. Capital expenditures for the year amounted to \$1,957 (2011 - \$Nil).

#### (d) Revenue Recognition

The Council follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized at the time when interest has been accrued.

#### (e) Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for private enterprises requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the period. Actual results could differ from these estimates.

---

# The Canadian Council for Accreditation of Pharmacy Programs

## Notes to Financial Statements

March 31, 2012

---

### 3. Financial Instruments

In accordance with Section 3855, Financial Instruments - Recognition and Measurement, financial assets are classified into one of the following four categories: held for trading, held to maturity, loans and receivables or available for sale. All financial liabilities are classified into one of the following two categories: held for trading or other financial liabilities. The classification determines the accounting treatment of the instrument. The classification is determined by the Council when the financial instrument is initially recorded, based on the underlying purpose of the instrument.

The financial assets and financial liabilities of the Council are classified and measured as follows:

<u>Financial Asset / Liability</u>	<u>Category</u>	<u>Measurement</u>
Cash	Held for trading	Fair value
Investments	Held for trading	Fair value
Accounts receivable	Loans and receivables	Amortized cost
Accounts payable and accrued liabilities	Other financial liabilities	Amortized cost

The other amounts noted on the balance sheet are not financial instruments.

The fair value of the financial assets approximate their carrying values due to their short term nature. In the Council's opinion, there are no significant credit, market, interest rate or currency risks arising from its financial instruments.

The Council has elected to use the exemption provided by the Canadian Institute of Chartered Accountants ("CICA") permitting not-for-profit organizations not to apply the following sections of the CICA Handbook: Section 3862, Financial Instruments - Disclosures, and Section 3863, Financial Instruments - Presentation. These sections would otherwise have applied to the financial statements of the Organization for the year ended March 31, 2011. The Council applies the requirements of Section 3861, Financial Instruments - Disclosure and Presentation.

---

### 4. Accounting Standards for Not-for-Profit Organizations

In March 2011, the Accounting Standards Board (AcSB) issued the final accounting standards for not-for-profit organizations in Canada. The new standards specifically address the financial reporting needs of Canadian not-for-profit organizations. Accounting standards for not-for-profit organizations are effective for annual financial statements relating to fiscal years beginning on or after January 1, 2012. Early adoption is permitted. The Council does not expect the adoption of these standards to have a significant impact on its financial statements.

---

# The Canadian Council for Accreditation of Pharmacy Programs

## Notes to Financial Statements

March 31, 2012

---

### 5. Investments

	<u>2012</u>	<u>2011</u>
Guaranteed income certificates	\$ 304,000	\$ 300,000
Less current portion	<u>152,725</u>	<u>-</u>
	<u>\$ 151,275</u>	<u>\$ 300,000</u>

The effective interest rate on the investments during the year varied from 0.85% to 2.30% (2011 0.85% to 2.30%). The average interest rate for the year was 1.48% (2011 - 1.14%).

---

### 6. Commitments

The Council entered into a license agreement with the Canadian Medical Association ("CMA") during 2008. \$10,000 was paid during the 2008 year end for the right to use the CMA accreditation standard. A maintenance fee must be paid each year the Council continues to use the CMA accreditation standards. The fixed annual maintenance fee is \$2,000 (20% of the original fee).

The Council has decided not to renew this membership for the 2013 fiscal year.

---

### 7. Capital Disclosures

The Council considers its capital to be the balance maintained in its Unrestricted Net Assets. The primary objective of the Council is to invest its capital in a manner that will allow it to continue as a going concern and comply with its stated objectives. Capital is invested under the direction of the Board of Directors of the Council with the objective of providing a reasonable rate of return, minimizing risk and ensuring adequate liquid investments are on hand for current cash flow requirements. The Council is not subject to any externally imposed requirements of its capital.