



**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

ANNUAL REPORT

and

DIRECTORY OF ACCREDITED PROGRAMS

2015-2016



TABLE OF CONTENTS

	<u>Page</u>
Acknowledgements	3
CCAPP Mission and Goals	4
CCAPP Membership and Board of Directors 2015-2016.....	5
CCAPP Officers 2015 – 2016	5
Directory of CCAPP Accredited Programs.....	6
Site Visits and Accreditation Decisions 2015 – 2016	
- University of Toronto.....	9
- Dalhousie University	10
Pharmacy Technician Programs.....	11
Report of the President – Dr. Louise Nasmith	14
Report of the Executive Director – Dr. K. Wayne Hindmarsh	16
<u>Appendix 1</u> – The CCAPP Accreditation Program	19
- Introduction	
- Accreditation Standards	
- Significance of Accreditation	
- Accreditation as an Agent for Change	
The Accreditation Process (Degree and Technician Programs).....	23
Accreditation Decision	25
- Pre-accreditation Policy	
- Full Accreditation	
- Conditional Accreditation	
- Probationary Accreditation	
- Pharmacy Technician Program Awards	
Site Visit Cycle	30
Continuation of Accreditation Status	31
Reference to Accreditation Status	32
Implementation of New Standards	32
<u>Appendix 2</u> – The CCAPP Audited Financial Statement 2015-2016	33

ACKNOWLEDGEMENTS

CCAPP acknowledges the wonderful financial support provided by its participating member agencies through their annual membership fees: 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, Beirut Arab University, King Abdulaziz University, King Faisal University, King Saud University and Qatar University.

Annual accreditation fees have also been provided by accredited technician programs in Canada since 2008-2009. In 2015-2016 there were 44 accredited programs across Canada. 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 2015 - 2016.

CCAPP MISSION AND GOALS

The mission of The Canadian Council for Accreditation of Pharmacy Programs is to grant accreditation awards to Pharmacy and Pharmacy Technician programs that meet the Standards set by CCAPP and to promote continued improvement of those educational programs for pharmacy practitioners and pharmacy technicians.

The goals of the Council are:

- (a) To formulate the educational, scientific, and professional principles and standards that an accredited school, college or faculty of pharmacy or pharmacy technician program is expected to meet, and to maintain, and to revise these principles and standards as necessary.
- (b) To appraise any school, college, institution, or faculty of pharmacy or pharmacy technician program that requests the approval of this corporation.
- (c) To publish a list of approved 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 and faculties of pharmacy and pharmacy technician programs that have been approved maintain the required standards and to withdraw approval of any school, college or faculty failing to maintain standards formulated by the corporation.
- (e) To assist in the advancement and improvement of pharmaceutical education.

CCAPP MEMBERSHIP AND BOARD OF DIRECTORS, 2015 - 2016

Association of Faculties of Pharmacy

Dr. Chantal Pharand – Montreal, QC

Prof. Susan Mansour – Halifax, NS

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

Ms. Iris Krawchenko, Hamilton, ON (appointed during the year)

Canadian Pharmacy Technician Educators Association

Ms. Marta Bozdek, Toronto, ON

Canadian Society of Hospital Pharmacists

Dr. Donna Woloschuk – Calgary, AB

National Association of Pharmacy Regulatory Authorities

Mr. Sam Lanctin – Moncton, NB

Pharmacy Examining Board of Canada

Mr. Jeff Whissell – Edmonton, AB

CCAPP OFFICERS 2015- 2016

President – Louise Nasmith

President-Elect – Donna Woloschuk

Past President – Vacant

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, 2016**.

Canadian Programs

University of Alberta, Edmonton, Alberta

Faculty of Pharmacy and Pharmaceutical Sciences

President Dr. D. Turpin

Dean Dr. J. Kehrer

Baccalaureate in Pharmacy - Full Accreditation Status 2011 - 2018

The University of British Columbia, Vancouver, British Columbia

Faculty of Pharmaceutical Sciences

President Dr. D. Farrar - Interim

Dean Dr. M. Coughtrie

Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2019

Doctor of Pharmacy - Full Accreditation Status 2013 - 2019

Doctor of Pharmacy (entry-level) – Provisional Accreditation Status 2015-2019

Dalhousie University, Halifax, Nova Scotia

College of Pharmacy

President Dr. R. Florizone

Director Prof. S. Mansour

Baccalaureate in Pharmacy - Full Accreditation Status 2016 - 2019

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 - Full Accreditation Status 2015-2019

The University of Manitoba, Winnipeg, Manitoba

College of Pharmacy

President Dr. D.T. Barnard

Dean Dr. N. Davies

Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2019

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

President Dr. G Kachanoski
Director Dr. C. Marra

Baccalaureate in Pharmacy - Full Accreditation Status 2010 - 2017

Université de Montréal, Montréal, Québec
Faculté de pharmacie

Recteur Dr. G. Breton
Doyen Dr. L. Lalonde

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 Dr. P. Stoicheff
Dean Dr. K. Wasan

Baccalaureate in Pharmacy - Full Accreditation Status 2012 - 2017

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

President Dr. M. Gertler
Dean Dr. H. Boon

Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2015

Doctor of Pharmacy (Post Baccalaureate Program) - Full Accreditation Status 2013 – 2019

Doctor of Pharmacy (entry-level) – Full Accreditation Status - 2016-2019.

University of Waterloo, Waterloo, Ontario
School of Pharmacy

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

Doctor of Pharmacy – Full Accreditation Status 2015-2021.

International Programs

Qatar University, Doha, Qatar

College of Pharmacy

President Dr. Hassan Rashid Al-Derham

Dean Dr. M. Diab

Baccalaureate in Pharmacy - Full Accreditation Status

2012 – 2018

Doctor of Pharmacy – Full Accreditation Status 2014-2018.

King Saud University, Riyadh SA

College of Pharmacy

President Dr. Abdullah Alothman

Dean Dr. H. Aljadhey

Doctor of Pharmacy – Provisional International Accreditation Status

2013-2017.

King Faisal University, Al Ahsa, SA

College of Clinical Pharmacy

President Dr. Abdulaziz J. Al-Saati

Dean Dr. Ibrahim A. Alhaider

Doctor of Pharmacy – Conditional International Accreditation Status

2014-2017.

King Abdulaziz University, Jeddah, SA

Faculty of Pharmacy

President Professor O.S. Tayyeb

Dean Professor A.M. Banjar

Doctor of Pharmacy – Conditional International Accreditation Status

2015-2017.

Beirut Arab University, Lebanon, BT

Faculty of Pharmacy

President Professor A. G. El-Adawi

Dean Professor A. El-Lakany

Bachelor of Pharmacy – Conditional International Accreditation Status

2015-2017.

SITE VISITS AND ACCREDITATION DECISIONS, 2015 - 2016

Canadian Programs

University of Toronto

An on-site evaluation of the Faculty of Pharmacy was conducted on November 16-19, 2015. The site visit team was composed of:

Dr. Michael Coughtrie
University of British Columbia

Dr. Louise Nasmith
University of British Columbia
CCAPP Board member

Dr. Chantal Pharand
Université de Montréal

Dr. Donna Woloschuk
CCAPP Board Member

Ms. Anne Resnick (Observer)
Deputy Registrar, Ontario College of Pharmacists

This program has a number of strengths – strong faculty, administrative staff and students. They are also noted for their excellent experiential and interprofessional programs. This is a strong program that is in the early stages of significant changes. The Faculty have begun to address some of the deficiencies seen by the on-site team.

Significant challenges which need to be addressed include effectiveness of the governance structure, the quality management system integration with the strategic planning process, program evaluation and procedures for student misconduct.

The Faculty is requested to provide CCAPP with a progress report by December 1, 2018.

On June 28, 2016 'the Doctor of Pharmacy Program at the Leslie Dan Faculty of Pharmacy of the University of Toronto was awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the three year term 2016-2019'.

The term of this accreditation award may be extended provided the progress report provides evidence the Faculty has adequately addressed the concerns identified in the CCAPP Evaluation Report.

University of Dalhousie

An on-site evaluation of the College of Pharmacy was conducted on November 23-25, 2015. The members of the site team were:

Dr. David Edwards
University of Waterloo

Dr. Donna Woloschuk
CCAPP Board Member

Dr. Deborah Kelly
Memorial University

Dr. Wayne Hindmarsh
Executive Director, CCAPP

Ms. Beverley Zwicker
Deputy Registrar, Nova Scotia College of Pharmacists
Observer

The College of Pharmacy has a strong curriculum, dedicated faculty and staff and is producing quality graduates. Unfortunately there are some issues that were identified in previous accreditation visits which have not been satisfactorily addressed – these being human resources and financial stability. The College has insufficient human resources required to operate the program on an on-going basis. The tenuous human resources of the program make it difficult for them to deliver on the continuous quality improvement requirements.

The funding envelope for this program is the lowest amongst all the pharmacy schools in Canada. Since the visit there has been a very slight improvement but as the College moves towards the Entry-Level PharmD the current financial situation will not allow for the enhancements required for this new level of program delivery.

On June 28, 2016, *“the Bachelor of Science in Pharmacy program of the College of Pharmacy at Dalhousie University was awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the three year term, 2016-2019”*.

An interim report is required within one year specifically addressing the financial issues and a full progress report by December 1, 2018 addressing the partially met and unmet Standards.

International Programs

There were no international accreditation visits during the 2015-16 academic year. The Council approved a one year extension of the International Accreditation Status previously received by King Saud and King Fasil Universities.

Accredited Pharmacy Technician Programs – July 1, 2016

Program	Location	Award	Effective Date	Term
Algonquin Careers Academy	Mississauga, ON	Full	Jul 1/16	Jul 2016 - Jun 2022
Algonquin Careers Academy	Ottawa, ON	Full	Jul 1/14	Jul 2014 - Jun 2019
Bow Valley College	Calgary, AB	Full	Jan 1/13	Jan 2013 – Dec 2017
Cape Breton Business College	Sydney, NS	Accred withdrawn	Jul 1/15	
CDI College-Burnaby	Burnaby, BC	Full	Jan 1/16	Jan 2016 – Dec 2019
CDI College-Calgary City Centre	Calgary, AB	Accred withdrawn	Jul 1/15	
CDI College-Edmonton	Edmonton, AB	Full	Jul 1/15	Jul 2015 – Jun 2018
Centennial College	Toronto, ON	Full	Jan 1/14	Jan 2014 – Dec 2018
Collège Boréal – Toronto	Toronto, ON	Provisional	Jan 1/16	Jan 2016 - Dec 2017
Collège Boréal	Sudbury, ON	Full	Jan 1/13	Jan 2013 – Dec 2017
College of North Atlantic – Qatar	Doha, Qatar	Full International	Jul 1/15	Jan 2011– Dec 2018
Community College of New Brunswick, Campbellton	Campbellton, NB	Full	Jan 1/16	Jan 2016 – Dec 2019
CTS Canadian Career College	Barrie, ON	Full	Jul 1/14	Jul 2014 – Jun 2019
CTS Canadian Career College	North Bay, ON	Full	Jan 1/14	Jan 2014 – Dec 2018
CTS Canadian Career College	Sudbury, ON	Full	Jan 1/14	Jan 2014 – Dec 2018
Eastern College-Halifax	Halifax, NS	Provisional	Jan 1/15	Jan 2015 - Dec 2016
Eastern College – Fredericton	Fredericton, NB	Full	Jul 1/15	July 2015 - Jun 2018

Fanshawe College of Applied Arts & Technology	London, ON	Full	Jan 1/16	Jan 2016 – Dec 2020
Fleming College	Peterborough, ON	Full	Jan 1/15	Jan 2015 - Dec 2019
Georgian College	Barrie, ON	Full	Jan1/15	Jan 2015 - Dec 2019
Herzing College	Ottawa, ON	Accred Withdrawn		
Herzing College	Winnipeg, Man	Accred Withdrawn		
Humber Institute of Technology & Advanced Learning	Toronto, ON	Full	Jul 1/12	Jul 2012 - Jul 2017
Insignia College of Health and Business	Victoria, BC	Accred Withdrawn	Jul 1/15	
Keyin College	Grand Fall/Windsor NFD	Full	July 1/15	July 2015-Jun 2018
Kingston Learning Centre	Kingston, ON	Provisional	Jan 1/15	Jan 2015 - Dec 2016
La Cité collégiale	Ottawa, ON	Full	Jan 1/13	Jan 2013 – Dec 2017
Lambton College	Sarnia, ON	Full	Jan1/13	Jan 2013 – Dec 2017
Manitoba Institute of Trades and Technology	Winnipeg, MB	Full	Jan 1/13	Jan 2013 – Dec 2017
Mohawk College of Applied Arts and Technology	Hamilton, ON	Full	Jan 1/13	Jan 2013 – Dec 2017
MTI Community College	Surrey, BC	Full	Jan 1/4	Jan 2014 – Dec 2018
National Academy of Health and Business	Mississauga, ON	Provisional	Jan 1/15	Jan 2015-Dec 2016
New Brunswick Community College	St. John, NB	Full	Jul 1/15	Jul 2015 – Jun 2018
New Brunswick Community College	Moncton	Full	Jul 1/16	Jul 2016 – Jun 2021
Niagara College of Applied Arts and Technology	Welland, ON	Full	Jul 1/12	Jul 2012-Jun 2017
NorQuest College	Edmonton, AB	Full	Jul 1/12	Jul 2012 – June 2017
Nova Scotia Community College	Dartmouth, NS	Full	Jul1/14	Jul 2014 – Jun 2019
Okanagan College	Kelowna, BC	Provisional	Jan 1/15	Jan 2015 – Dec 2016
Oulton College	Moncton, NB	Full	Jan 1/14	Jan 2014 – Dec 2016
Red Deer College	Red Deer, AB	Full	Jan 1/13	Jan 2013 – Dec 2017
Robertson College	Brandon, MB	Accred Withdrawn		
Robertson College	Calgary, AB	Full	Jan 1/14	Jan 2014 - Dec 2016
Robertson College	Winnipeg, MB	Full	Jan 1/15	Jan 2015 – Dec 2019

Saskatchewan Polytechnic	Saskatoon, SK	Full	July 1/12	Jul 2012 – Jun 2017
Sault College	Ste Marie, ON	Full	July 1/15	Jul 2015 - Jun 2018
Selkirk College	Castlegar, BC	Full	Jul 1/13	Jul 2013 – Dec 2018
Sheridan Institute of Technology and Advanced Learning	Brampton, ON	Full	Jul 1/12	Jul 2012 – Jun 2017
St. Clair College of Applied Arts and Technology	Windsor, ON	Full	Jul 1/12	Jul 2012 – Jun 2017
Stenberg College	Kamloops, BC	Full	Jan 1/13	Jan 2013 – Dec 2017
Vancouver Community College	Vancouver, BC	Full	Jul 1/14	Jul 2014 – Jun 2019
WCI Westervelt College	London, ON	Full	Jan 1/14	Jan 2014 - Dec 2018

REPORT OF THE PRESIDENT

Annual General Meeting – June 28, 2016

The Mission of the Canadian Council for Accreditation of Pharmacy Programs (CCCAP) is to grant accreditation awards to Pharmacy and Pharmacy Technician programs that meet the Standards set by CCAPP and to promote continued improvement of those educational 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, two of our accredited Canadian University degree programs were due for a complete review by CCAPP, the University of Toronto and Dalhousie University. Visits to two International Universities were postponed for one year (King Saud and King Abdulaziz). At their request, the Executive Director visited BAU University in November in order to observe the progress made on changes to their baccalaureate program. This was not an accreditation visit but provided an opportunity to see the changes being made to their program as a result of our initial visit.

The number of Pharmacy Technician programs reviewed since June 2015 was down considerably from last year. Seven programs were visited. Decisions about the accreditation status for four of the programs was made at the December 2015 teleconference. During this meeting three other programs were considered. During the next two years the number of site visits will increase as we are nearing the end of the five year accreditation awards of many schools.

The Standards Committee has been very active this year reviewing the revised standards proposed by the Task Force on the Future of Accreditation for the Pharmacy Programs. These new standards are intended to be more outcomes-based, clearer, and more streamlined. A consultation was held of all major stakeholders who for the most part endorsed the changes. The final version of the standards was presented to the Board at the June meeting and will be implemented in January, 2017. In the upcoming year, the committee will review the Pharmacy Technician programs standards in light of these changes and will suggest possible modifications to the University Decision Tree.

Correspondence from a number of schools was discussed and considered by the Board.

The members of the Executive met with leaders from other organizations including NAPRA, ACPE and CSHP. Meetings were also held with other member organizations during the recent CPhA conference with PEBC and NAPRA.

The purpose and conduct of International Accreditation continues to be discussed by the Board. It is clear that other health accrediting agencies are involved in the International arena. CCAPP is highly respected internationally yet we need to ensure we are addressing any concerns of our member organizations.

The two Task Forces that were established as a result of the strategic planning by the Board have completed their work. As stated above, the Task force on the Future of Accreditation has produced major revisions of the standards for the Pharmacy programs as well as made recommendations on the conduct of surveys. The Task Force on CCAPP Governance Structure has made a number of recommendations on Board member selection and orientation and general functioning that are in the process of being implemented. I want to thank all the members of these two groups for their hard work and creativity.

CCAPP has a new website which is more contemporary and accessible to its many audiences.

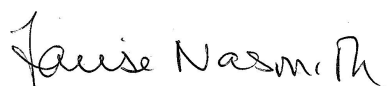
Dr. K. Wayne Hindmarsh, Professor and Dean Emeritus of the Leslie Dan Faculty of Pharmacy at the University of Toronto, has served as our Executive Director, leading the Council in an efficient and accountable manner. He continues to be an exemplary leader in organization, communication and setting a vision for CCAPP. I warmly thank him on behalf of all the Board members for his dedication to CCAPP and for all the work that has been done this past year.

I would also like to recognize the significant efforts of the Board of Directors' members, of the Standards Committee's members and of the site visit teams and thank them all. Particular thanks go to Susan Mansour, Board Member and past-President who continues to chair the Standards Committee and to Cathy Schuster for her outstanding work in coordinating the Pharmacy Technician Programs Accreditation's activities.

Finally, I would like to thank Donna Woloschuk for serving as President-elect this past year. She has been involved and led numerous initiatives, bringing a wealth of talent and experience to our deliberations.

It has been my pleasure to serve CCAPP as its President these past two years. I thank you all for your support and for your friendship.

Respectfully submitted,

A handwritten signature in black ink that reads "Louise Nasmith". The signature is written in a cursive, flowing style.

Louise Nasmith

REPORT OF THE EXECUTIVE DIRECTOR

Annual General Meeting – June 28, 2016

I am pleased to present the report of the Executive Director. During 2015-2016 CCAPP undertook a number of significant initiatives which will undoubtedly enhance the goals and objectives of our organization. The following is a brief update on the activities of CCAPP since the June 2015 Annual meeting in Toronto.

Accreditation Activities – Canadian Degree Programs

Two Canadian reviews were completed this year – Toronto and Dalhousie. Toronto now offers the entry-level PharmD program; Dalhousie has plans to proceed towards this degree in the near future. My thanks to the site teams for providing positive, thorough reviews and for assisting in the approval of the final reports which are being considered today.

There are two visits planned for the fall of 2016 – University of Saskatchewan and Memorial University.

Accreditation Activities – Pharmacy Technician Programs

The number of required Pharmacy Technician site visits was significantly less than last year (7 vs 14). There have been a few inquiries for development new programs, most notably from Newfoundland and Alberta.

At the request of the Technician Educators (CPTEA), CCAPP continues to offer a 'Best Practices Workshop' in conjunction with the Canadian Pharmacy Technician Educators Association annual conference. In my opinion, this has been a significant initiative on our part as it allows for interaction amongst the educators and programs who have been struggling with 'making things happen' and for them to learn how others have been able to succeed. One positive outcome has been collaborative initiatives amongst some schools. Self-Study documentation is still a problem for some but has improved over the past five years.

Most programs have full accreditation for varying lengths (maximum is 5 years). All programs must provide an Annual Report by April 30th. This documentation provides some assurance the programs are maintaining the Standards and to learn of the improvements and/or difficulties they are having.

The Accreditation Committee for Pharmacy Technician Programs (ACPTP) met twice this past year (teleconferences) providing the office with guidance on accreditation recommendations which are then forwarded to the Board for

approval (or otherwise). I personally find this external input to be beneficial in the accreditation process of these programs.

There are 44 Canadian and 1 international Pharmacy Technician Programs accredited. Boréal College, (Toronto Campus) was a new program added this year. Boréal College has another campus in Sudbury, ON which has been accredited since the beginning.

A breakdown of the numbers of schools (by province) which have received PT accreditation:

British Columbia	6
Alberta	5
Saskatchewan	1
Manitoba	2
Ontario	22
New Brunswick	5
Newfoundland	1
Nova Scotia	2
International (CNA-Qatar campus)	1
Total	45

I am most grateful for the support of Cathy Schuster who serves as our Coordinator of Pharmacy Technician Programs. She has her 'finger on the pulse', is very organized, fields a lot of questions as to 'why' we require certain Standards, and has introduced a similar self-study reporting procedure to that used for the University visits. Thank you Cathy!

Accreditation Standards

I would like to thank the Standards Committee, capably chaired by Professor Susan Mansour, for continuing their deliberations on the improvement of our Standards. The Board agreed, during the Strategic Planning exercise, now that we have had some experience in using the 2013 Standards it was time to ensure we are obtaining the right evidence and that our processes align with and support assessment of quality. The new 'draft' has been mapped against the Accreditation Council for Pharmacy Education Standards to determine if there are any major deficiencies in our document.

International Activities

We continue to receive requests for International accreditation. All requests were put on hold and visits to a couple of Universities were postponed with the hope of some clarity from the discussions at today's meeting.

Both Cathy and I have been invited to participate in the upcoming FIP meeting. This allows us to showcase Canadian Pharmacy to the rest of the world, at both the Technician and Pharmacy Deans Satellite Forums (AIM).

CCAPP Member Relations

CCAPP continues to maintain positive relations with our member organizations and key stakeholders. This past year meetings were held with all member organizations PEBC, NAPRA, AFPC, CSHP and CPhA. The Best Practices session with CPTEA was also a time for the dialogue with the Pharmacy Technician Educators.

In Conclusion

It has been a pleasure working with President Louise Nasmith, the executive and the Board. It has been, I think, an exciting and successful year for CCAPP. I look forward to 2016-17. Thank you to all those who have contributed to our success – the board, ACPTP and other committee members, site team members, and our Member organizations.

Respectfully submitted,

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

K. Wayne Hindmarsh
Executive Director
June 28, 2016

APPENDIX 1

THE CCAPP ACCREDITATION PROGRAM

Introduction

Under the Canadian constitution, education and licensure for professional practice falls 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 and then Dr. David Hill until July, 2010. Dr. Wayne Hindmarsh was appointed Executive Director in August 2010.

CCAPP is composed of representatives appointed by 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, the Pharmacy Examining Board of Canada and the Canadian Pharmacy Technician Educators Association. There are currently two non-pharmacy academic members on the Council. The board of directors are responsible for establishing the accreditation standards, setting policy and managing the accreditation process.

CCAPP currently accredits the 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 Canadian CCAPP accredited school 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. Because of the differences in scope of practice of the profession within other jurisdictions, in the pharmacy laws and regulations, and in the practice experiences of the students, CCAPP adds the term International to any level of accreditation conferred to a school of pharmacy based outside of Canada. The implication of this International CCAPP award for graduates toward future licensure or registration as a pharmacist or pharmacy technician in Canada will be subject to additional requirements of the Canadian provincial pharmacy regulatory authorities and the Pharmacy Examining Board of Canada.

There are currently 44 Canadian and 1 International Pharmacy Technician programs who have been granted accreditation status through CCAPP.

Accreditation Standards

Accreditation standards define the required structures, processes and outcomes expected of the institution applying for CCAPP recognition. The new 2013 version of the CCAPP Standards (for University programs) contains 35 standards in four broad categories: standards for Institution Setting and Governance; standards for Resources; standards for the Students; and standards for the Academic Program. Minor revisions to these Standards were made in 2014.

The Standards for Accreditation of Pharmacy Technician Programs in Canada (2012 and revised in July 2013 and 2014) contains 16 standards in the following categories: Institutional Commitments, Program Vision, Mission and Goals, Organization Structure, Governance and Coordination, Instructional Faculty and Support Personnel, Learning Resources, Physical Facilities and Equipment, and Academic Policies and Student Services.

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 program 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 – (Degree and Technician Programs)

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 for university programs:

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 Accreditation Standards for the First Professional Degree in Pharmacy Programs.
 - (c) Strategic Plan – detailing the school's plans for the next five-year period. It focuses on 'where the school wants to go and how they plan to get there'.
2. A site visit evaluation for a Program is conducted by a four or five member team composed of a CCAPP board member, a dean, one or two pharmacy faculty members 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 provides consultation on 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 to the 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 eight years. Thus, an ongoing cycle of self-assessment, strategic planning and external review is established within each Pharmacy School.

Pharmacy Technician Programs

For pharmacy technician programs a similar process to that of the university programs is followed. Three documents are required:

1. An application
 2. A Self-Assessment report
 3. A strategic plan
- A site visit of the program is conducted by a three-member team, composed of a CCAPP representative, a pharmacy technician coordinator, and the CCAPP executive director. 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.
 - A final report on the school/college is prepared for the program coordinator. A summary of this report is provided to the Accreditation Committee for Accreditation of Pharmacy Technician Programs (ACPTP) which recommends an accreditation status for consideration by the CCAPP board of directors.
 - The board of directors makes a decision on the appropriate accreditation status to be granted to the pharmacy technician program and determines the time period and/or any conditions to be associated with the accreditation award.
 - The school is 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 five years. Thus, an ongoing cycle of self-assessment, strategic planning and external review is established within each Technician program.

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 eight 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 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 by 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 up to an eight-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 are required to submit at least one interim progress report, normally at the midpoint of the accreditation period, i.e. after three-four 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.

Pharmacy Technician Program Awards

All reports from the pharmacy technician program site visits are referred to the CCAPP Accreditation Committee for Pharmacy Technician Programs (ACPTP). The ACPTP is responsible for reviewing the evaluation report and, with the assistance of CCAPP staff, make a recommendation for an accreditation award. This recommendation is then forwarded to the CCAPP board which is responsible for making the final award determination. The possible award decisions for the board are:

Clear Provisional Award

No core criteria that are in non-compliance, and there are few or no significant areas of non-compliance in any of the other criteria.

Provisional Award with Conditions

There is only one or two criterion in non-compliance in areas that is not likely to

impact the quality of the academic program in the short term. Few other criteria are in significant non-compliance. The repair of the non-compliant criteria can be remedied relatively quickly. Conditions may also apply to core criteria that the program has not yet demonstrated that it can deliver the criteria consistently or with sustained permanence. Once the condition has been repaired in the manner specified by CCAPP, the condition notation will be removed from the accreditation award.

Decision Deferred

A program that has one or more core criteria in non-compliance in areas of the standards that are likely to have significant impact on the quality of the academic program. The program will also have other criteria that are deficient. The program will be given specific instructions on what repairs are necessary to bring the criteria into compliance, the dates by which any defects must be repaired, and the specific evidence that must be presented to CCAPP to confirm any corrective actions.

Normally a deferred decision will be eligible for re-review of the application with 12 months of the initial deferral date. Programs that do not successfully attain Provisional or Full status upon re-review must submit a new application for accreditation if it intends to continue to pursue CCAPP accreditation. A new application cannot be made until at least one year has lapsed after the original decision that accreditation has been denied.

Probationary Accreditation

A program that has been accredited and subsequently fails to comply with the standards may be given probationary accreditation status. A period of six months is given for the institution to show cause why the probationary status should be rescinded or to present sufficient evidence of improvement to warrant restoration of provisional or full accreditation status. Should the institution not demonstrate a commitment to rectifying the deficiencies during the six-month period, the program will be no longer be accredited and a new application form for future accreditation must be submitted by the program.

If probationary status is deemed necessary, CCAPP will inform the Provincial Body responsible for approval of Private Career Colleges and the Provincial Pharmacy Regulatory Association of this decision and will post on the CCAPP website that the program is currently on probation. The institution will be required to submit a monthly update on the status of the deficiencies that placed the program on probation. An unannounced visit by CCAPP and Ministry officials may occur at any time during the probationary period at the program's expense.

Accreditation Denied

A program that has several core criteria in non-compliance and significant weaknesses in many of the other criteria. The self-study and the site visit indicate that the program and its personnel have not prepared its operation with the

quality of a program that would be necessary in order to meet national accreditation standards. While the phase 1 review of the application for accreditation by the CCAPP office is intended to ensure that all programs that proceed to a site visit are at a quality of their state of development that would minimize the likelihood of an “accreditation denied” decision, there may be serious deficiencies in a program that are not identified in the initial review of the self-study and are only first evident to CCAPP during a site visit.

SITE VISIT CYCLE

Site visits will normally be conducted at a university every six to eight 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.

Since the Pharmacy Technician programs are new, the site visits are more frequent as they are still in a development phase, with five years being the maximum award that can be received.

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 or College/School of the Pharmacy and Pharmacy Technician programs 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 ____.”

“The Pharmacy Technician Program of the (insert your preferred name for reference to the College) has been awarded the status of (Qualifying, Provisional, Full, Conditional, Probationary) Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a (length in months or years) term from ____ 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.

In 2015-16 a special Task Force on the Future of Accreditation was struck with a mandate to look at a complete revision of the Standards for Pharmacy Programs. This work has been completed and referred to the Standards Committee. The new Standards will be available in the near future. A second task was to consider how CCAPP conducts its surveys. Significant revisions have been made in the way information is gathered from both preceptors and students.

APPENDIX 2
THE CCAPP AUDITED FINANCIAL STATEMENT

**The Canadian Council for Accreditation
of Pharmacy Programs
Annual Financial Statements**

March 31, 2016

Millard, DesLauriers & Shoemaker LLP

Chartered Professional Accountants

A member of IAPA•BHD Association with affiliated offices across
Canada and internationally

The Canadian Council for Accreditation of Pharmacy Programs

Financial Information

March 31, 2016

<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 - 9

Millard, DesLauriers & Shoemaker LLP

Chartered Professional Accountants, Licensed Public Accountants

40 University Avenue
Suite 601
Toronto, Ontario
M5J 1T1

Independent Auditors' Report

Tel : (416) 599-7255
Fax : (416) 599-7268
Email : mds@mdsca.com
Internet : 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, 2016 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 accounting standards for not-for-profit organizations, 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 Professional 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, 2016, and its operations and its cash flows for the year then ended in accordance with accounting standards for not-for-profit organizations.

Millard, DesLauriers & Shoemaker LLP

Toronto, Canada
June 6, 2016

Chartered Professional Accountants, Licensed Public Accountants

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Financial Position

As at March 31

2016

2015

Assets

Current

Cash	\$ 258,817	\$ 387,927
Accounts receivable	9,745	5,434
HST receivable	15,498	-
Prepaid expenses	11,194	5,399
Investments - current portion (Note 5)	159,065	108,202

454,319 506,962

Investments - long term portion (Note 5)

335,335 317,316

\$ 789,654 \$ 824,278

Liabilities

Current

Accounts payable and accrued liabilities (Note 6)	\$ 4,502	\$ 4,503
HST payable	-	14,020
Deferred revenue	104,956	200,190
	109,458	218,713

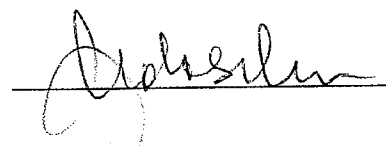
Equity

Unrestricted net assets

680,196 605,565

\$ 789,654 \$ 824,278

Approved on behalf of the Board:



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

2016

2015

Revenue		
Accreditation fees	\$ 318,154	\$ 336,673
Membership fees	47,600	47,125
Grant	5,000	5,000
Investment income	7,102	6,730
	<u>377,856</u>	<u>395,528</u>
Expenses		
Administration fees	31,128	26,326
Insurance	8,166	8,101
Interest and bank charges	589	698
Meetings and travel	32,394	47,844
Office	10,348	9,984
Professional fees	4,500	5,240
Rent	12,000	12,000
Site visits	57,934	79,832
Special project	21,054	19,315
Travel - Executive Director	10,009	10,769
Wages and employee benefits	115,103	113,038
	<u>303,225</u>	<u>333,147</u>
Excess of revenue over expenses	74,631	62,381
Unrestricted net assets, beginning of year	605,565	543,184
Unrestricted net assets, end of the year	<u>\$ 680,196</u>	<u>\$ 605,565</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

2016

2015

Cash flows from (for) operating activities		
Excess of revenue over expenses	\$ 74,631	\$ 62,381
Net changes in non-cash working capital balances related to operations:		
Investments	(68,882)	(6,735)
Accounts receivable	(4,311)	5
HST receivable	(15,498)	-
Prepaid expenses	(5,796)	657
Accounts payable and accrued liabilities	-	201
HST payable	(14,020)	22,989
Deferred revenue	(95,234)	200,190
	<u>(129,110)</u>	<u>279,688</u>
Cash flow from investing activities	<u>-</u>	<u>-</u>
Cash flow from financing activities	<u>-</u>	<u>-</u>
Increase (decrease) in cash for the year	(129,110)	279,688
Cash, beginning of the year	<u>387,927</u>	<u>108,239</u>
Cash, end of the year	<u>\$ 258,817</u>	<u>\$ 387,927</u>
Supplementary information		
Interest paid	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to the financial statements.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2016

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) Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

(b) Cash

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

(c) 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.

(d) 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 \$15,406 (2015 - \$NIL).

(e) 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 earned.

(f) Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations 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.

Significant estimates made by management include the allowance for doubtful accounts.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2016

3. Financial Risk Management

The significant financial risks to which the Council is exposed to are credit risk, liquidity risk, market risk, currency risk, interest rate risk, and other price risk. There has been no change in the risk exposure of the Council from the prior period.

(a) Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss or the other party by failing to discharge an obligation. The Council is subject to credit risk through amounts receivable. Accounts receivable are subject to normal industry credit risks.

The Council performs regular credit assessments of its members and provides allowances for potentially uncollectible amounts receivable, when considered appropriate.

(b) Liquidity Risk

Liquidity risk is the risk that the Council will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Council's exposure to liquidity risk is dependent on providing assessments to its members, collection of accounts receivable, and raising of funds to meet commitments and sustain operations. Cash flow from operations provides sufficient resources to meet the Council's cash requirements.

(c) Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

(i) Currency Risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rate. The Council is not subject to foreign exchange risk as none of its financial instruments are denominated in foreign currencies.

(ii) Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Council is not exposed to interest rate risk arising from fluctuations in interest rates as its term deposits are at a fixed rate and would not be affected unless reinvested.

(iii) Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Council is not subject to other price risk.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2016

4. Fair Value of Financial Instruments

The Council initially measures its financial assets and liabilities at fair value. The Council subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in operations.

Financial assets measured at amortized cost include cash, accounts receivable, HST receivable and investments. Financial liabilities measured at amortized cost consist of accounts payable and accrued liabilities and HST payable.

5. Investments

	<u>2016</u>	<u>2015</u>
Guaranteed income certificates	\$ 494,400	\$ 425,518
Less: current portion	<u>159,065</u>	<u>108,202</u>
	<u>\$ 335,335</u>	<u>\$ 317,316</u>

The effective interest rate on the investments during the year varied from 1.10% to 1.68% (2015 - 1.40% to 2.00%). The average interest rate for the year was 1.19% (2015 - 1.28%). Interest accrued on the investments at year end amounted to \$5,870 (2015 - \$5,434).

6. Accounts Payable and Accrued Liabilities

Accounts payable and accrued liabilities consist of:

	<u>2016</u>	<u>2015</u>
Accounts payable and accrued liabilities	\$ 4,502	\$ 4,503
Government remittances	<u>-</u>	<u>-</u>
	<u>\$ 4,502</u>	<u>\$ 4,503</u>

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2016

7. Capital Disclosures

The Council considers its capital to be the balance maintained in its Unrestricted Net Assets. The balance on March 31, 2016 is \$680,196 (2015 - \$605,565). 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.

8. Commitments

The Council leases its premises subject to a lease expiring June 30, 2017. Future minimum annual payments under the lease are as follows:

2017	\$ 12,900
2018	3,300