

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

2019 - 2020



TABLE OF CONTENTS

	Page
Acknowledgements	4
CCAPP Mission, Vision and Goals	4
CCAPP Membership and Board of Directors 2019 - 2020	5
CCAPP Officers 2019 - 2020	5
Directory of CCAPP Accredited University Programs	6
University Site Visits and Accreditation Decisions 2019 - 2020	9
• Dalhousie University	9
• University of British Columbia	9
• Université Laval	9
• University of Toronto	10
• International University Programs	10
Directory of CCAPP Accredited Pharmacy Technician Programs	11
Pharmacy Technician Site Visits and Accreditation Decisions 2019 - 2020	14
• Georgian College – Barrie	14
• Fleming College	14
• CCNB – Campbellton	14
• Robertson College – Calgary	14
• Robertson College – Winnipeg	14
• CDI College – Burnaby	14
• NBCC – Saint John	15
• MITT – Winnipeg	15
• St. Clair College – Windsor	15
• CHM College Inc. – Winnipeg	15
Report of the President – Ms. Iris Krawchenko	16
Report of the Chief Executive Officer – Dr. K. Wayne Hindmarsh	20
Appendix 1 – The CCAPP Accreditation Program	22
• Introduction	
• Accreditation Standards	
• Significance of Accreditation	
• Accreditation as an Agent for Change	
The Accreditation Process (Degree and Technician Programs)	25
Accreditation Decision	27



	Page
Stages of Accreditation.....	28
• Pre-Accreditation	
• Qualifying Accreditation	
• Provisional Accreditation	
Accreditation Award Decisions.....	29
• Accreditation	
• Conditional Accreditation	
• Probationary Accreditation	
• Withdrawal of Accreditation	
Site Visit Cycle.....	31
Progress Report.....	31
Continuation of Accreditation Status.....	31
Reference to Accreditation Status.....	31
Implementation of New Standards	31
Appendix 2 – The CCAPP Audited Financial Statement 2019 - 2020.....	32

ACKNOWLEDGEMENTS

CCAPP acknowledges the 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, and the International Accredited Schools - Beirut Arab University, King Abdulaziz University, King Faisal University, and Qatar University.

CCAPP also acknowledges the financial support provided by the accredited Pharmacy Technician Programs through their annual accreditation fees and their support for the Canadian Pharmacy Technician Educator position on the Board. A list of the accredited Colleges is found later in this report. In 2019-2020 there were 39 accredited programs across Canada.

Finally, CCAPP acknowledges, with sincere appreciation, the very generous support of the Pharmacy Examining Board of Canada (PEBC) in providing a grant in 2019 – 2020 for special CCAPP initiatives.

CCAPP MISSION, VISION 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”.

Our **Vision** is “to be a world leader in pharmacy program accreditation”.

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 2019 – 2020

Association of Faculties of Pharmacy of Canada

Dr. Chantal Pharand – Montreal, QC

Dr. David Edwards – Waterloo, ON

The Canadian Council for Accreditation of Pharmacy Programs

Dr. Nick Busing (non-pharmacy academic appointee) – Ottawa, ON

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

Canadian Pharmacists Association

Ms. Iris Krawchenko – Hamilton, ON

Canadian Pharmacy Technician Educators Association

Ms. Andrea Outram – Edmonton, AB

Canadian Society of Hospital Pharmacists

Dr. Curtis Harder – Victoria, BC

National Association of Pharmacy Regulatory Authorities

Mr. Sam Lanctin – Moncton, NB

Pharmacy Examining Board of Canada

Mr. Jeff Whissell – Edmonton, AB

CCAPP OFFICERS/STAFF 2019-2020

President – Iris Krawchenko

President-Elect – David Edwards

Past President – Chantal Pharand

Chief Executive Officer - K. Wayne Hindmarsh

Coordinator Pharmacy Technician Programs – Cathy Schuster



DIRECTORY OF CCAPP ACCREDITED UNIVERSITY 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, 2020. (Please note that as of July 2017, the term Full Accreditation has been replaced with Accreditation [for a specified number of years]).

Canadian Programs

University of Alberta, Edmonton, Alberta

Faculty of Pharmacy and Pharmaceutical Sciences

President Dr. D. Turpin

Dean Dr. N. Davies

Baccalaureate in Pharmacy – Accreditation Status 2018 - 2022

Doctor of Pharmacy for B.Sc. (Pharm) Students – Provisional Accreditation Status 2018 - 2022

Doctor of Pharmacy (PharmD – Entry Level) – Provisional Accreditation Status 2018 - 2023

The University of British Columbia, Vancouver, British Columbia

Faculty of Pharmaceutical Sciences

President Dr. S. J. Ono

Dean Dr. M. Coughtrie

Baccalaureate in Pharmacy – Full Accreditation Status 2013 - 2020

Doctor of Pharmacy (Post-Baccalaureate) – Full Accreditation Status 2013 - 2021

Doctor of Pharmacy (entry-level) – Accreditation Status June 2020 - June 2026

Dalhousie University, Halifax, Nova Scotia

College of Pharmacy

President Dr. D. Saini

Director Prof. S. Mansour

Baccalaureate of Science in Pharmacy – Accreditation Status June 2020 - June 2024

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

Université Laval, Québec City, Québec

Faculté de pharmacie

Rectrice Dr. Sophie D'Amours

Doyenne Professor A. Dionne

Le Doctorat de premier cycle en pharmacie – Accréditation Status 2020 - 2024

The University of Manitoba, Winnipeg, Manitoba

College of Pharmacy

President Dr. D.T. Barnard

Dean Dr. L. Raman-Wilms

Baccalaureate in Pharmacy – Accreditation Status 2019 - 2023

Doctor of Pharmacy Program – Provisional Accreditation Status



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

President Dr. G Kachanoski
Dean Dr. Shawn Bugden

Baccalaureate in Pharmacy – Accreditation Status 2017 - 2021
Doctor of Pharmacy Program – Provisional Accreditation Status

Université de Montréal, Montréal, Québec
Faculté de pharmacie

Recteur Dr. L. Roquet
Doyen Dr. L. Lalonde

Doctorat de premier cycle en pharmacie – Accreditation Status 2018 - 2022

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

President Dr. P. Stoicheff
Dean Dr. J. Alcorn

Baccalaureate in Pharmacy – Accreditation Status 2017 - 2021
Entry Level Pharm.D. – Provisional Accreditation Status

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

President Dr. M. Gertler
Dean Dr. L. Dolovich– Interim Dean

Doctor of Pharmacy (Post Baccalaureate Program) – Accreditation Status 2020 - 2023
Doctor of Pharmacy (entry-level) – Accreditation Status 2020 - June 2026

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

Beirut Arab University, Beirut, Lebanon

Faculty of Pharmacy

President Professor A. G. El-Adawi

Dean Professor A. El-Lakany

Bachelor of Pharmacy – International Accreditation Status 2018 - 2022

King Faisal University, Al Ahsa, SA

College of Clinical Pharmacy

President Dr. M. Al-Oahli

Dean Dr. Bandar E. Aldhubiab

Doctor of Pharmacy – International Accreditation Status 2018 - 2022

King Abdulaziz University, Jeddah, SA

Faculty of Pharmacy

President Professor A.O.Al-Youbi

Dean Professor H. Asfour

Doctor of Pharmacy – International Accreditation Status 2017 - 2023

Qatar University, Doha, Qatar

College of Pharmacy

President Dr. Hassan Rashid Al-Derham

Dean Dr. M. Diab

Baccalaureate in Pharmacy – International Accreditation Status 2018 - 2023

Doctor of Pharmacy (entry-level) – International Accreditation Status 2018 - 2023



UNIVERSITY SITE VISITS AND ACCREDITATION DECISIONS 2019 - 2020

Canadian University Programs

Dalhousie University

An on-site evaluation of the College of Pharmacy Bachelor of Science in Pharmacy and Doctor of Pharmacy (entry-level) programs was conducted on October 21-23, 2019.

On the basis of the Board's review of all material received, the following was approved:

On June 17, 2020 - *"The Bachelor of Science in Pharmacy Program of the College of Pharmacy at Dalhousie University has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a Four-Year term ending June 30, 2024."*

On June 17, 2020 - *"The Doctor of Pharmacy Program of the College of Pharmacy at Dalhousie University has been awarded Provisional Accreditation. Status by the Canadian Council for Accreditation of Pharmacy Programs."*

The College of Pharmacy will provide an Interim Progress Report by March 1, 2022 detailing action plans and outcomes associated with: Changes to financial resources available for program operation; changes in the academic staff, and quality improvement efforts associated with a number of specific Standards.

University of British Columbia

An on-site evaluation of the Faculty of Pharmaceutical Sciences entry-level Doctor of Pharmacy Program was conducted on November 18-19, 2019.

On the basis of the Board's review of all material received, the following was approved:

On June 17, 2020 - *"The Doctor of Pharmacy program of the Faculty of Pharmaceutical Sciences at the University of British Columbia has been awarded Accreditation status by the Canadian Council for Accreditation of Pharmacy Programs for a six-year term ending June 30, 2026."*

The Faculty of Pharmaceutical Sciences will provide an Interim Progress Report by March 1, 2022 detailing action plans and outcomes associated with: Changes to financial resources available for program operation; changes in the academic staff, and quality improvement efforts associated with a number of specific Standards.

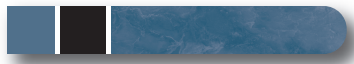
Université Laval

An on-site evaluation of the Faculté de pharmacie entry-level Le Doctorat de premier cycle en pharmacie program was conducted on November 4-6, 2019.

On the basis of the Board's review of all material received, the following was approved:

On June 17, 2020 - *"Le Doctorat de premier cycle en pharmacie at the Université Laval has been awarded Accreditation status by the Canadian Council for Accreditation of Pharmacy Programs for a four-year term ending June 30, 2024."*

The Faculté de pharmacie will provide an Interim Progress Report by March 1, 2022 detailing action plans and outcomes associated with: Changes to financial resources available for program operation; changes in the academic staff, and quality improvement efforts associated with a number of specific Standards.



University of Toronto

An on-site evaluation of the Leslie Dan Faculty of Pharmacy Doctor of Pharmacy program (entry-level) was conducted on March 1-4, 2020.

On the basis of the Board's review of all material received, the following was approved:

On June 17, 2020 - *"The Doctor of Pharmacy program (entry-level) of the Leslie Dan Faculty of Pharmacy at the University of Toronto has been awarded Accreditation status by the Canadian Council for Accreditation of Pharmacy Programs for a six-year term ending June 30, 2026."*

The Leslie Dan Faculty of Pharmacy will provide an Interim Progress Report by March 1, 2022 detailing action plans and outcomes associated with: Changes to financial resources available for program operation; changes in the academic staff, and quality improvement efforts associated with a number of specific Standards.

International University Programs

There were no International University Reviews conducted during 2019-2020.

Yearly reports are required identifying any program changes in relation to the status of the Standards that are in force at that time.

Reports were received from King Faisal, King Abdulaziz, Qatar, and Beirut Universities.

The current International Accreditation Status of these Universities remains in effect.



DIRECTORY OF CCAPP ACCREDITED PHARMACY TECHNICIAN PROGRAMS

The following Colleges offer pharmacy technician 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, 2020. Please note that as of July 2017, the term Full Accreditation has been replaced with Accreditation [for a specified number of years].

A number of Technician Programs had their Accreditation Status extended due to Covid-19 and to place the programs in sync with University decisions being made in June.

Canadian Pharmacy Technician Programs

1. **Algonquin Careers Academy** – Ottawa, Ontario
Accreditation Status July 2019 - June 2022
2. **Algonquin Careers Academy** – Mississauga, Ontario
Full Accreditation Status July 2014- - June 2022
3. **Anderson College of Health, Business and Technology**
(Formerly *National Academy of Health and Business*) – Mississauga, Ontario
Full Accreditation Status January 2017 – December 2020. Accreditation Status extended to June 2021
4. **Bow Valley College** – Calgary, Alberta
Accreditation Status January 2018 - December 2022
5. **CDI College** – Burnaby, British Columbia
Accreditation Status January 2020 - June 2021
6. **CDI College** – Edmonton, Alberta
Accreditation Status July 2018 - June 2021
7. **Centennial College** – Toronto, Ontario
Full Accreditation Status January 2019 - December 2023
8. **CHN College Inc.** – Winnipeg, Manitoba
Qualifying Accreditation effective June 2020
9. **Collège Communautaire du Nouveau-Brunswick** – Campbellton, New Brunswick
Accreditation Status January 2020 - December 2022
10. **CTS Canadian Career College** – North Bay, Ontario
Accreditation Status January 2019 - December 2023
11. **Eastern College** – Halifax, Nova Scotia
Full Accreditation Status – January 2017 - December 2021. Extension of Accreditation Status to June 30, 2022
12. **Georgian College** – Barrie, Ontario
Accreditation Status – January 2020 - December 2024
13. **Fanshawe College of Applied Arts & Technology** – London, Ontario
Full Accreditation Status – January 2016 - December 2020. Extension of Accreditation Status to June 30, 2021

- 
14. **Fleming College** – Peterborough, Ontario
Accreditation Status – January 2020 - December 2024
 15. **Humber Institute of Technology & Advanced Learning** – Toronto, Ontario
Accreditation Status – July 2017 - June 2022
 16. **Keyin College** – Grand Falls-Windsor, Newfoundland
Accreditation Status – July 2018 = June 2021
 17. **Keyin College** – St. John's, Newfoundland
Accreditation Status – January 2019 - December 2021. Extension of Accreditation Status to June 2022
 18. **Kingston Learning Centre** – Kingston, Ontario
Full Accreditation Status – January 2017- December 2020. Extension of Accreditation Status to June 2021
 19. **La Cité collégiale** – Ottawa, Ontario
Accreditation Status – January 2018 - December 2022
 20. **Lambton College** – Sarnia, Ontario
Accreditation Status – January 2018 - December 2022
 21. **Manitoba Institute of Trades and Technology** – Winnipeg, Manitoba
Provisional Accreditation Status (new 2 year program)
 22. **Mohawk College of Applied Arts and Technology** – Hamilton, Ontario
Accreditation Status – July 2018 - June 2023
 23. **New Brunswick Community College** – Moncton, New Brunswick
Full Accreditation Status – July 2016 - June 2021
 24. **New Brunswick Community College** – Saint John, New Brunswick
Accreditation Status effective January 2020 - June 2023
 25. **Niagara College of Applied Arts and Technology** – Welland, Ontario
Accreditation Status – July 2017 - June 2022
 26. **Norquest College** – Edmonton, Alberta
Accreditation Status – July 2017 - June 2022
 27. **Nova Scotia Community College** – Dartmouth, Nova Scotia
Accreditation Status – July 2019 - June 2024
 28. **Okanagan College** – Kelowna, British Columbia
Accreditation Status – January 2017 - June 2021
 29. **Red Deer College** – Red Deer, Alberta
Accreditation Status – January 2018 - December 2022
 30. **Robertson College** – Calgary, Alberta
Accreditation Status – January 2020 - June 2022
 31. **Robertson College** – Winnipeg, Manitoba
Probation Status effective January 2020



32. **Saskatchewan Polytechnic Saskatoon Campus** – Saskatoon, Saskatchewan
Accreditation Status – July 2017 - June 2022
33. **Selkirk College** – Castlegar, British Columbia
Accreditation Status – July 2018 - June 2020 (one-year program);
Provisional Accreditation Status effective June 22, 2019 (fifteen-month program).
34. **Sheridan Institute of Technology and Advanced Learning** – Brampton, Ontario
Accreditation Status – July 2017 - June 2021
35. **St. Clair College of Applied Arts and Technology** – Windsor, Ontario
Accreditation Status – July 2017 - June 2022
36. **Stenberg College** – Kamloops, British Columbia
Accreditation Status – January 2018 - December 2022
37. **Stenberg College** – Surrey, British Columbia
Accreditation Status – July 2019 - June 2021
38. **Vancouver Community College** – Vancouver, British Columbia
Accreditation Status – July 2019 - June 2024
39. **Westervelt College** – London, Ontario
Conditional Accreditation Status – July 2019 - December 2020

International Pharmacy Technician Schools

1. **College of North Atlantic** – Doha, Qatar
International Accreditation Status – January 2019 - December 2023



PHARMACY TECHNICIAN SITE VISITS AND ACCREDITATION DECISIONS 2019 - 2020

Canadian programs:

Based on the reviews conducted during the Fall of 2018 the Board approved the following:

Georgian College – Barrie, ON

On December 17, 2019, the Pharmacy Technician Program of Georgian College, Barrie, ON has been awarded Accreditation Status for 5 years from January 1, 2020 - December 31, 2024 with the following condition(s):

- That a progress report on the Partially Met Standards be submitted by January 1, 2021.

Fleming College – Peterborough, ON

On December 17, 2019, the Pharmacy Technician Program of Fleming College, Peterborough, ON be awarded Accreditation Status for 5 years from January 1, 2020 - December 31, 2024 with the following condition(s):

- That a progress report on the Unmet and Partially Met Standards be submitted by January 1, 2021.

CCNB – Campbelltown, NB

On December 17, 2019, the Pharmacy Technician Program of the Collège Communautaire du Nouveau-Brunswick, Campbelltown, NB be awarded Accreditation Status for 3 years from January 1, 2020 - December 31, 2022 with the following condition(s):

- That a progress report on the Partially Met Standards be submitted by January 1, 2021.

Robertson College – Calgary, AB

On December 17, 2019, the Pharmacy Technician Program of Robertson College – Calgary, AB be awarded Accreditation Status for 2 years from January 1, 2020 – December 31, 2021 with the following condition(s):

- That a progress report on the Unmet and Partially Met Standards be submitted by January 1, 2021.

Robertson College – Winnipeg, MB

On December 17, 2019, the Pharmacy Technician Program of Robertson College, Winnipeg, MB be placed on Probation for 1 year from January 1, 2020 - December 31, 2020.

CDI College – Burnaby, BC

On December 17, 2019, the Pharmacy Technician Program of CDI College, Burnaby, BC be awarded Accreditation Status for 18 months from January 1, 2020 – June 30, 2021 with the following condition(s):

- That the most recent PEBC results be submitted by February 1, 2020.



NBCC – Saint John, NB

On December 17, 2019, the Pharmacy Technician Program of NBCC – Saint John, NB be awarded Accreditation Status for an additional 3.5 years to June 30, 2023.

Manitoba Institute of Trades and Technology (MITT) – Winnipeg, MB

On June 17, 2020, the Pharmacy Technician Program of Manitoba Institute of Trades and Technology, Winnipeg, MB has been awarded Provisional Accreditation.

St. Clair College – Windsor, ON

On June 17, 2020, the Pharmacy Technician Program of St. Clair College, Windsor, ON has been awarded an extension of their Accreditation Status to June 2022.

CHN College Inc. – Winnipeg, MB

On June 17, 2020, the Pharmacy Technician Program of CHN College Inc., Winnipeg, MB has been awarded Qualifying Status.

Due to the pandemic in 2019-2020 the following Colleges were awarded (on June 17, 2020) an extension of their Accreditation Status to June 2021:

Okanagan College, – Kelowna, BC

Kingston Learning Centre – Kingston, ON

Fanshawe College – London, ON

Anderson College – Mississauga, ON

Stenberg College – Surrey, BC

The following Colleges were awarded an extension of their Accreditation Status for the term indicated:

Selkirk College – Castlegar, BC – Awarded a one-year extension of their Provisional Accreditation Status

Keyin College, St. John's NL, Robertson College, Calgary, AB, and Eastern College, Halifax, NS were awarded an extension of their Accreditation Status to June 2022



REPORT OF THE PRESIDENT

Annual Board Meeting

June 17, 2020

It has been an honour and privilege to serve as the CCAPP President for the 2019-2020 term.

The work of the Board and its Standing Committees was superbly supported by CEO Dr. Wayne Hindmarsh and Ms. Cathy Shuster for the following:

- 3 Board of Directors Meetings
- 5 Executive Committee Meetings
- 2 Standards Committee Meetings
- 2 Pharmacy Technician Program Committee Meetings with 2 sub-committee meetings
- 1 Nominations Committee Meeting

In addition to the Board's mandate of conferring accreditation status on pharmacy programs which are detailed in the Report of the CEO, I would like to note a few highlights accomplished this year.

As President, along with Dr. Hindmarsh, I was pleased to attend a number of bilateral meetings with the leadership teams of many of our membership organizations: CPhA, PEBC, CSHP, NAPRA. Further, I also participated on two site visit teams and attended the inaugural meeting of the Pharmacy Technician Programs Committee meeting in Calgary. Dr. Hindmarsh and I were pleased to represent CCAPP at the CSHP conference in Toronto in February of 2020.

Task Forces

In 2018, the CCAPP Board established two Task Forces and their recommendations and work continued to be implement in 2020. From the Process Improvement Task Force, the score card developed under the leadership of Past President Dr. Chantal Pharand continued to be refined and be used as a highly valuable tool for monitoring program accreditation results. In addition, a standardized template was developed and implemented for the format of the final report for both University and college accreditation site visits.

As Chair of the International Accreditation Resource and Strategy Task force, I am pleased to advise that working with the Standards Committee, significant work on the CCAPP website was conducted to provide greater clarity regarding the implications for students graduating from an educational institution which has an "International CCAPP Accreditation". Specifically, it now clearly states that "students graduating from an educational institution which has an International CCAPP Accreditation who would like to obtain a license to practice in Canada, must meet the requirements for internationally educated pharmacists which are outlined at Pharmacist's Gateway Canada." The International Accreditation Standards will also be updated to include this same information along with a requirement for the international university to provide CCAPP with evidence demonstrating their students' awareness of this issue and the impact on licensure in Canada. CCAPP has also requested that NAPRA add an additional question to the FAQ portion of the Pharmacists' Gateway Canada website outlining the above mentioned implications. Although there have been no legal challenges to date, the work of the Task Force has been completed to eliminate the potential risks of legal disputes regarding Canadian pharmacist licensing requirements by graduates of these programs.



Executive Committee: Policy Development

Flowing from the 2017 Strategic Plan, the CCAPP Executive developed the following four Board policies, which will be presented to the Board at the June 2020 meeting:

- Business Continuity, Financial Planning, Information Management, and Insurance.

Standards Committee

Under the leadership of the committee Chair Mr. Whissell, the Standards Committee made several recommendations for improvement for both University and Pharmacy Technician College Programs will be presented to the Board at the June 2020 meeting:

- Application for Accreditation
- Site Team Evaluation Agenda
- Guidance Document for Preparing for the Self Study Report
- Standards – minor revisions

Pharmacy Technician Programs Committee

This new standing committee was very capably chaired by Ms. Andrea Outram and was very active. The committee worked on reviewing and making recommendations to improve processes for their accreditation recommendations. The committee was split into two subcommittees, and each subcommittee reviewed half of the pharmacy technician programs which were being considered for accreditation.

Memorandum of Understanding (MOU) with NAPRA

In December 2019, the CCAPP Board approved to become a signatory of a MOU with NAPRA and all the Pharmacy Regulatory Authorities in Canada. The work on the MOU occurred over 2-year time period with a number of revisions. The signed MOU helps clarify the roles and responsibilities of both organizations as they relate to each other.

COVID-19


On March 11, 2020, the World Health Organization declared the SARS-COV2 virus outbreak causing the disease COVID-19 – a global pandemic. Canada as country had to quickly implement both containment (quarantine) and mitigation (social distancing) measures. These measures impacted all aspects of society including how universities and colleges delivered their programs. All schools and buildings closed initially and then re-opened with on-line learning platforms. Many students who were in their final year of their program completion were affected by the inability to complete the experiential learning and placements required by CCAPP Standards.

As a result, the CCAPP Executive and Board has had to navigate and address the impacts of COVID- 19 restrictions on the programs it accredits. CCAPP began to monitor the situation closely, communicated and met with other accrediting agencies, regulators, and professional associations to determine a way to move forward from an accreditation point of view. The Executive Committee had several meetings in March and the Board met by telephone on March 25, 2020 and agreed to the following response:

University Programs

Letters were sent to All Deans/Directors of Pharmacy advising of the following:

The CCAPP Board unanimously agreed to empower and enable each institution to be innovative in identifying best practices to assist in their assessment of whether the students have met the competencies. The CCAPP Board believed that the Faculties/Colleges are best suited to determine which students are competent to graduate. This would include evidence of practice competency even though all the clinical hours have not been met. The CCAPP Board underscored that these approved changes are in place as a temporary measure



and apply to the students/programs who are on track to graduate in the spring/summer of 2020. The Board will continue to monitor and address this as the impacts of COVID-19 continue.

College Programs

Letters were sent to all Pharmacy Technician Program Coordinators advising of the following:

Concerns were expressed by some college programs and provincial regulating authorities that students near graduation had completed a wide range of experiential training hours as set out in the CCAPP accreditation standards. Some students may have had only one week remaining in their placement while others may have not even started. To assess practice competency, the CCAPP Board agreed that at least 80% of the required experiential education components should be met. Consultation with CPTEA was encouraged to share innovation and best practices to assist with meeting this goal.

The CCAPP Board underscored that these approved changes are in place as a temporary measure and apply to the students/programs who are on track to graduate in the spring/summer of 2020. The Board will continue to monitor and address this as the impacts of COVID-19 continue.

Impact of COVID on CCAPP Operations

CCAPP Office for CEO

Dr. Wayne Hindmarsh worked remotely from his home office due to COVID-19 limitations which restricted his access to his office at the University of Toronto.

Site Visits

On May 14, 2020 CCAPP conducted its first virtual site visit using the Zoom platform. The purpose was to assess readiness for provisional accreditation of a Pharmacy Technician Program. This method of assessment may be used in the future for specific purposes. All future site visits scheduled for fall of 2020 are being reconsidered and some have been placed on hold due to the impacts on the programs and travel due to COVID-19 restrictions.

New dates and processes will be determined as the constraints of COVID-19 unfold and change.

Board Meetings

The June 2020 CCAPP Board meeting and the AGM will be held virtually using the ZOOM platform.

Expression of Appreciation

This year we say good-bye to an amazing past President and exemplary Board member – Mr. Jeff Whissell. Jeff in his presidential year, led the development and implementation of the 2017 Strategic Plan, has chaired the Standards Committee and Nominations Committee. Jeff's invaluable board contribution is duly noted and his energy, humour and shared stories about his long-distance races will be missed!!

Thank-you also to outgoing board member Ms. Andrea Outram who served on the CCAPP Board for 2 years. Andrea very capably served as the inaugural Chair of the Pharmacy Technician Practice Committee. Her work on the Standards Committee is greatly appreciated and has helped improve a number of processes at CCAPP. Thank-you Andrea!

To the Executive Committee Dr. Chantal Pharand and Dr. David Edwards, I thank-you for your support, responsiveness, expertise, wisdom and thoughtfulness, particularly during the COVID-19 pandemic. I have learned so much from you both. Thank-you Chantal for being a great mentor as Past President and thank-you Dave for your assistance and encouragement as President Elect.



I would like to acknowledge and thank Ms. Cathy Shuster for her expertise, dedication, and steady hand in her role as the CCAPP Coordinator of Pharmacy Technician Programs Accreditation.

It has truly been an honour to work closely and collaboratively with Dr. K. Wayne Hindmarsh, Professor and Dean Emeritus of the Leslie Dan Faculty of Pharmacy at the University of Toronto. This year, his title at CCAPP changed from that of Executive Director to CEO, a very worthy promotion. Wayne and I met at least bi-weekly for CCAPP business and if time permitted, book and movie reviews! I thank Wayne for his leadership, engagement, patience, wisdom, insight, and strong work ethic - as all these attributes support the success of CCAPP.

In closing, I would like to thank the entire CCAPP Board again for their confidence and support during my Presidential year. I am very proud that during COVID-19, we as a Board were responsive, responsible, flexible, and creative in performing our duties. Thank-you!

Respectfully Submitted,

Iris Krawchenko
President



REPORT OF THE CEO

Board of Directors Meeting

June 17, 2020

August 2020 will mark 10 years of serving as the CCAPP Executive Director and now Chief Executive Officer. It has been a pleasure working with all the members of our Board over the last decade. The dedication and input of all those involved has placed CCAPP in a much stronger position than it was in 2010.

I wish to thank our President, Iris Krawchenko, for her superb leadership this past year, and the Executive and Board members for providing wise counsel during this challenging ‘pandemic’ year. A special thanks to Cathy, our Pharmacy Technician Coordinator, for her continued dedication and tenacity in dealing with the many Pharmacy Technician Colleges/Schools across the country.

A huge thank you to all the team members who participated in our on-site visits. These individuals provide CCAPP with hours of their time in reading materials provided, meeting with faculty and administration, and preparing portions of the draft reports. We owe them a great deal of gratitude!

Accreditation Activities – Canadian Degree Programs

In 2019-2020 four Canadian Pharmacy programs were reviewed – Dalhousie University, University of Laval, the University of British Columbia and the University of Toronto.

There are two University programs scheduled for 2020-2021 – the University of Saskatchewan and the University of Waterloo. The pandemic uncertainties have necessitated rescheduling these visits for early 2021.

Accreditation Activities – Pharmacy Technician Programs

Seven Pharmacy Technician programs were reviewed – Georgian College, Fleming College, CCNB-Campbelltown, Robertson College-Calgary, Robertson College-Winnipeg, CDI-Burnaby and MITT- Winnipeg. MITT site visit was our first Virtual visit. We met with the Coordinator, Central Administrative personnel, and were provided pictures of their new laboratory and classroom set-up. It was a great opportunity to test a ‘virtual visit’ for this review. MITT is beginning a new 2-year program and are seeking Provisional Accreditation. Provisional status allows for follow-up reviews to monitor continued progress.

The site team agreed the ‘test case’ went well. Virtual visits may never totally replace an on-site visit but proved useful in gathering a substantial amount of information. We will continue to examine the value of virtual visits with the possibility of a subsequent shorter on-site visit.

There has been considerable discussion around the topic of virtual visits over the past few months amongst the members of the Association of Accrediting Agencies of Canada. We have been meeting bimonthly, via Zoom, to share our respective policies and procedures. Some have seriously looked to the United States Department of Education (USDE) and their policies. A recent report by USDE states: ‘Accrediting organizations are permitted to conduct virtual accreditation visits that must be followed up with an on-site visit “in a reasonable timeframe that is reasonably practicable and may be performed by staff or a trained site visitor and need not repeat the full review. A focused site visit to confirm the presence of facilities viewed during the virtual site visit and, if required by the accrediting agency, the opportunity to randomly select students to interview as part of the normal site visit process, is sufficient to meet the Department’s requirements for an on-site visit following a full virtual site visit”.’

The Pharmacy Technician Programs Committee (PTPC), chaired by Andrea Outram, were instrumental in many of the updates being brought forward for approval by the Standards Committee. Thank you, Andrea, for your leadership!



The current number of Technician Programs is 40 – 39 Canadian and 1 International.

A breakdown of the number of schools by province:

British Columbia	6
Alberta	5
Saskatchewan	1
Manitoba.....	3
Ontario	7
New Brunswick.....	3
Newfoundland.....	2
Nova Scotia	2
International (CNA-Qatar campus).....	1
Total.....	40

An Application has been received from ABM College in Calgary. A visit to this College has not taken place due to the pandemic.

International Activities

There were no formal visits of our international schools during 2019-2020. Each program provided their required yearly update. They were also contacted to determine changes within their programs as a result of the pandemic.

CCAPP Member Relations

Meetings with our Member Organization have had to be rescheduled with no firm dates at this point in time.

The MOU with NAPRA was finalized and signed in December.

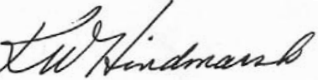
The CPTEA annual meeting was cancelled due to the pandemic. We have not determined if the “Best Practices” day, sponsored by CCAPP, will be held virtually or postponed.

Dr. John Pugsley (PEBC) initiated a meeting with a small group of stakeholders to determine if it is time to consider changes in the education components of the Pharmacy Technician programs. There have been concerns expressed with low pass rates on national board examinations and the preparedness of graduates from some of the Colleges.

In Conclusion

Having participated in a number of Webinars these past few months it is evident that the pandemic will change how education is delivered well beyond the current year. Quality Assurance and Education is ‘top of mind’ for a number of educational experts. Is CCAPP prepared for the future? Should we be developing quality assurance measures for on-line delivery components of the academic programs?

It has been a pleasure working under the leadership of President Iris Krawchenko and the Board this year. Cathy, thank you again for all you do for CCAPP and for your support. It has been an unusual year because of COVID-19 however much has been accomplished!

Respectfully submitted,


K. Wayne Hindmarsh
Chief Executive Officer



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. With the exception of Quebec, 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. In June 2019 the title of Executive Director was replaced with Chief Executive Officer.

CCAPP is composed of representatives of 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 is also a non-pharmacy academic member 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.

In 2019-2020, 39 Canadian and 1 International Pharmacy Technician programs have CCAPP Accreditation Status.

Accreditation Standards

Accreditation standards define the required structures, processes and outcomes expected of the institution applying for CCAPP recognition. New “Accreditation Standards for Canadian First Professional Degree in Pharmacy Programs” took effect in January 2018. The Faculty of Pharmacy and Pharmaceutical Science at the University of Alberta was the first school to be assessed utilizing these Standards.

The Standards for Accreditation of Pharmacy Technician Programs in Canada (2012 and revised in July 2013, and 2014) have 16 standards within 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. A new set of Standards were approved in 2018 became effective July 1, 2019. There was an increase in the number of Standards from 16-25 under three main categories – Academic Program, Governance and Program Management and 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 Standards Committee charged with the responsibility of ensuring that its accreditation standards reflect contemporary pharmacy practice and pharmaceutical knowledge.

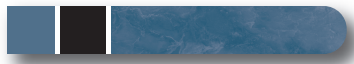
It is also necessary to guard against specifying too narrowly what must be included in the actual curriculum. Each pharmacy school must be free to develop its program taking advantage of local opportunities and within the context of its own university and resource base. In fact, diversification should 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, public and private Pharmacy Technician programs, students and prospective students, licensing and examination bodies, the profession of pharmacy, and the general public.

For pharmacy and pharmacy technician schools, universities and colleges, 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 and pharmacy technician 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 or college programs 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 and pharmacy technician 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

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:

Step 1: The Application for Accreditation

The university prepares an application comprised of three sets of documents:

- a. **Application for Accreditation:** Providing information on personnel, budgets, enrolment, etc.
- b. **Self-Assessment Report** (also known as a “self-study”): Guided by the Examples of Evidence for each Standard, this report provides in-depth information about the school. The focus is on the present and the time since the last visit i.e. “where we have been and where we are”.
- c. **Strategic Plan:** the details of the school’s most current plan. The plan focuses on “where we want to go and how we plan to get there”.

Step 2: The On-Site Survey

The survey consists of a review of the program and the facilities in which the program is delivered.

The CCAPP CEO notifies the Dean/Director at the earliest opportunity, and preferably at least one year before a planned survey visit to confirm the survey dates. The CCAPP CEO determines the survey schedule and itinerary in consultation with the Lead Surveyor and the Dean/Director (or designate) of the school. Reminders about the timelines for submission of self-study documents, final itinerary and other information to facilitate surveyor travel is provided to the Dean/Director by the CCAPP CEO.

A four or five-member survey team comprising, at a minimum, a CCAPP board member, a Dean/Director, a pharmacy faculty member and the CCAPP CEO conducts the on-site survey. Every effort is made to include individuals with diverse expertise. The appropriate provincial regulatory authority (authorities) is (are) invited to appoint an observer to each site visit evaluation team. During the visit, the surveyors seek information to supplement and substantiate the Self-Assessment Report, determine the feasibility of the Strategic Plan, and prepare a draft report. The findings detailed in the report are based on the review of the Self-Assessment Report and the information gathered during the onsite survey. The report provides sufficient evidence as to whether components of the Standards are met, partially met, or not met. At the end of the survey visit, in a meeting with the Dean/Director and other invited participants as well as the senior university administrative team, the surveyors make a preliminary report of the extent to which the standards were met, partially met, and not met. These communications are preliminary because it is the Board, not the survey team, who ultimately determines the degree to which the standards have been met.

Step 3: Submission of the Final Report to the CCAPP Board

The Dean/Director receives a draft copy of the survey report shortly after the survey was conducted. The Dean/Director has an opportunity to provide a submission regarding factual errors that might require correction before the report is finalized. There is also an opportunity for the Dean/Director to provide additional information about progress in complying with Standards since the survey visit. Upon receipt of written comments from the Dean/Director, the CEO prepares a final report. The final report and any additional information about progress related to the Standard are submitted to the CCAPP Board.



Step 4: The Accreditation Award Decision

The CCAPP Board reviews the final report and decide on the appropriate accreditation status to be granted the pharmacy school. The Board's review of the survey findings focuses on areas of compliance and non-compliance with CCAPP Standards. The accreditation award is determined by majority vote of the Board.

Accreditation awards reflect the degree to which the most current CCAPP Accreditation Standards are met. A range of accreditation awards is available (see Award Definitions). The award letter details the accreditation term, which will not exceed eight years, as well as conditions, if applicable, associated with the accreditation award. An accreditation term normally ends on December 31 of the year specified in the award letter.

Step 5: Notification about the Accreditation Award

The university's president and the Dean/Director of the school are advised of the Board's decision and the accreditation status is published in the CCAPP Annual Directory.

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 the CCAPP Pharmacy Technician coordinator, the CCAPP CEO, and a Pharmacy Technician coordinator from another program and/or a member of the Pharmacy Technician Programs Committee. 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 Pharmacy Technician Programs Committee (PTPC) which recommends a possible accreditation status for consideration by the CCAPP board of directors.
 - The board of directors decide 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.
 - 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 or pharmacy technician college; the site visit evaluation report; the response to the evaluation report; and, any other relevant information. In-person presentations to the board from the university/College regarding their accreditation review occur only at the request of the board.

Accreditation is granted for a specific term, the maximum being eight years for university programs and 5 years for Technician programs. A shorter term may be granted, if significant areas of concern are noted. The accreditation term for university programs normally ends on December 31 of the specified year. The terms for pharmacy technician programs may end either June 30th or December 31.



STAGES OF ACCREDITATION

Pre-accreditation Stages

A new 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.

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 considered CCAPP standards and suggests reasonable assurances of moving to the next step, the award of provisional accreditation.

Qualifying accreditation is generally permitted for up to four years, during 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.

Qualifying Accreditation status brings no rights and privileges of accreditation. Full disclosure by the university of the term and conditions of this award is required. The program is required to apply for accreditation during the term of the Qualifying Accreditation award. If the program fails to apply for accreditation during the term of the Qualifying Accreditation award but goes on to admit and graduate students during that same time frame, the students are not considered to be graduates of an accredited program.

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 that 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 other categories of accreditation as programmatic experiences are gained, generally, by the time the first class has graduated.

A Provisional Accreditation award ends when the first admitted class has graduated. The program is required to apply for accreditation during the term of the Provisional Accreditation award.

Graduates from a school designated as having provisional accreditation will be deemed by CCAPP to be graduates of an accredited program.



ACCREDITATION AWARD DECISIONS

The CCAPP board of directors makes the accreditation decision. In arriving at a decision, the board considers the accreditation history of the Faculty; the application, the comprehensive internal review 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 will occur only at the request of the board.

Accreditation

Initial or continued Accreditation status is granted for up to eight years if it has been demonstrated to the satisfaction of CCAPP that the program complies with accreditation standards, including the appropriateness of program goals, the adequacy of resources and organization to meet these goals, educational outcomes which indicate these goals are being met, and that plans and commitments are in place to provide reasonable assurance that these goals will continue to be met.

All programs receiving an Accreditation award are required to submit an interim progress report at some point over the duration of the accreditation period. The due date of this interim progress report will be specified in the accreditation award letter. The required interim report should cover the period of time since the last comprehensive internal review report and include: changes in the academic program; changes in the financial resources available to the Faculty; changes in the academic staff; steps taken to deal with deficiencies identified in the site visit evaluation report; and, progress made in the implementation of the approved strategic plan; and, progress toward achieving Accreditation Standards that were published since the last site visit.

Conditional Accreditation

Conditional Accreditation reflects that there are concerns about the progress in addressing requirements of the Standards. The timing of a Progress report will depend on the nature of the deficiencies. Subject to the receipt of a Progress report and upon review of the extent to which deficiencies have been met, the Board may change the award to Accredited, if concerns have been adequately addressed, or Probation, if satisfactory progress has not been achieved.

Probationary Accreditation

Probationary Accreditation reflects that the program fails to comply with standards, or the program has minimal or non-compliance to some standards over two or more survey cycles that result in serious weaknesses in one or more major components of a program. The maximum term of Probationary Accreditation is eighteen months. An unannounced visit by CCAPP and Ministry officials may occur at any time during the probationary period at the program's expense.

Within six months of receiving notice of Probationary Accreditation, the institution is required 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 accreditation. It is the responsibility of the program and the university to address the non-compliance by submitting additional information, correcting the weaknesses in the deficient component, or considering whether the program should cease operation. The chief executive officer of the institution and the Dean or Director of the school are given due notice of the Board's decision to award Probationary Accreditation.

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



Should the institution not demonstrate a commitment to rectifying identified deficiencies within one year after the six-month period given to show cause, the Board will withdraw Accreditation.

Withdrawal of Accreditation

Circumstances that would warrant withdrawal of accreditation are:

- The program fails to meet the requirements of the Accreditation Standards.
- Probationary Accreditation has been awarded and the program fails to address the required changes to achieve the basic structures, processes, and intended educational outcomes.
- The accredited program is revised and no longer meets the requirements of the CCAPP Accreditation Standard (e.g., conversion to a program intended to develop pharmaceutical chemists, etc).
- The accredited program is without a graduate for a period of one year and has no registrants for a new cohort to commence within the same year.
- The program fails to submit progress reports to the CCAPP Board in a timely fashion.
- False or misleading statements are made publicly about the status, condition, or category of CCAPP Accreditation.
- The program has Accreditation Fees in arrears for a time period in excess of 120 days.
- The program ceases to operate.

Withdrawal of Accreditation becomes effective immediately. If a program has received a Withdrawal of Accreditation award, the institution is required to submit a new request for accreditation. The Dean must immediately advise students in the program, those who have been admitted to but not yet started the program, and applicants to the program that a Withdrawal of Accreditation award has been issued to the program. The CCAPP CEO notifies the Pharmacy Examining Board of Canada, all Registrars of Canadian provincial pharmacy regulatory authorities, and the Provincial Ministry responsible for the school that a Withdrawal Accreditation award has been made.



SITE VISIT CYCLE

Site visits normally will be conducted any time over an eight year period (for University programs) or over a five year period (for Pharmacy Technician programs) for programs granted Accreditation or Conditional Accreditation. For programs on probationary accreditation, a site visit normally will be required prior to the restoration of Conditional Accreditation or Accreditation. Requests to defer a scheduled site visit will only be granted in exceptional circumstances, subsequent to a well-justified request from the university.

PROGRESS REPORT

The CCAPP CEO communicates the type and frequency of written Progress Report submissions to the Dean/Director in the Accreditation Letter and follow-up communications.

A Progress Report needs to provide the Board with sufficient evidence of progress to address concerns raised around specific Standards, as well as highlight any major changes to the program since the last report.

The CCAPP Board reviews all Progress Reports that are submitted. As a result of the Board's review of the report, the Board will determine the necessary change (increase or decrease) to the accreditation term.

The Dean/Director receives a letter that describes the results of accreditation status deliberations arising from the Board's review of Progress Reports.

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 or college is required to inform current students, prospective students, and the general public of the current accreditation status of its program as listed in the Directory. They are authorized to use the following statement in their calendar, recruitment brochures, and other official university publications:

"The Doctor of Pharmacy (or Baccalaureate of Science in Pharmacy) Program of the (name of pharmacy school) of the (name of university) has been granted (Accreditation, Qualifying, Provisional, Conditional, Probationary) 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 (Accreditation, Qualifying, Provisional, Conditional, Probationary) 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/Schools 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 March 2020



Financial Statements

The Canadian Council for Accreditation of
Pharmacy Programs

March 31, 2020

Contents

	Page
Independent Auditor's Report	1 - 2
Statement of Operations and Changes in Net Assets	3
Statement of Financial Position	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 9

Independent Auditor's Report

Grant Thornton LLP

Suite 400
295 The West Mall
Toronto, ON
M9C 4Z4

T +1 416 599 7255
F +1 416 599 7268
www.GrantThornton.ca

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

Opinion

We have audited the financial statements of The Canadian Council for Accreditation of Pharmacy Programs, which comprise the statement of financial position as at March 31, 2020, and the statements of operations and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other matter

The financial statements of The Canadian Council for Accreditation of Pharmacy Programs for the year ended March 31, 2019, were audited by Millard, DesLauriers & Shoemaker LLP Chartered Professional Accountants who expressed an unqualified opinion on those financial statements on June 18, 2019. The partners and staff of Millard, DesLauriers and Shoemaker LLP Chartered Professional Accountants joined Grant Thornton LLP subsequent to September 30, 2019.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian 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.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script.

Toronto, Canada
June 17, 2020

Chartered Professional Accountants
Licensed Public Accountants

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Operations and Changes in Net Assets

Year ended March 31

2020

2019

Revenue

Accreditation fees	\$ 331,605	\$ 316,385
Membership fees	50,000	49,035
Investment income	6,508	12,553
Grant	5,000	5,000
	<u>393,113</u>	<u>382,973</u>

Expenses

Administration fees	36,243	33,558
Insurance	8,898	8,993
Interest and bank charges	621	607
Meetings and travel	65,007	50,664
Office	16,871	15,431
Professional fees	5,318	7,145
Rent	13,200	13,200
Site visits	102,193	38,127
Special projects	-	7,760
Travel - Executive Director	10,967	13,528
Wages and employee benefits	130,436	124,843
	<u>389,754</u>	<u>313,856</u>

Excess of revenue over expenses	3,359	69,117
Unrestricted net assets, beginning of year	<u>799,830</u>	<u>730,713</u>
Unrestricted net assets, end of year	<u>\$ 803,189</u>	<u>\$ 799,830</u>

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Financial Position

March 31	2020	2019
Assets		
Current		
Cash	\$ 71,405	\$ 167,409
Accounts receivable	5,911	7,691
HST receivable	2,063	9,288
Prepaid expenses	6,596	12,644
Short-term investments (Note 3)	<u>283,359</u>	<u>336,481</u>
	369,334	533,513
Investments (Note 3)	<u>442,820</u>	<u>281,410</u>
	<u>\$ 812,154</u>	<u>\$ 814,923</u>
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 5,000	\$ 4,500
Deferred revenue	<u>3,965</u>	<u>10,593</u>
	8,965	15,093
Equity		
Unrestricted net assets	<u>803,189</u>	<u>799,830</u>
	<u>\$ 812,154</u>	<u>\$ 814,923</u>

Subsequent event (Note 7)

Approved on behalf of the Board:

_____ Director

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Cash Flows

Year ended March 31

2020

2019

Increase (decrease) in cash

Operating

Excess of revenue over expenses	\$ 3,359	\$ 69,117
Change in non-cash working capital items		
Accounts receivable	1,780	(2,033)
HST receivable	7,225	(3,193)
Prepaid expenses	6,048	(6,637)
Accounts payable and accrued liabilities	500	-
Deferred revenue	<u>(6,628)</u>	<u>7,976</u>
	12,284	65,230

Investing

Purchase of investments	<u>(108,288)</u>	<u>(110,520)</u>
-------------------------	------------------	------------------

Decrease in cash (96,004) (45,290)

Cash

Beginning of year	<u>167,409</u>	<u>212,699</u>
End of year	<u>\$ 71,405</u>	<u>\$ 167,409</u>

The Canadian Council for Accreditation of Pharmacy Programs

Notes to the Financial Statements

March 31, 2020

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

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Cash

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

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.

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 \$NIL (2019 - \$NIL).

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.

Use of 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 the Financial Statements

March 31, 2020

2. Significant accounting policies (continued)

Financial instruments

The Council considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Council accounts for the following as financial instruments:

- cash
- investments
- accounts receivable
- HST receivable
- accounts payable and accrued liabilities
- deferred revenue

A financial asset or liability is recognized when the Council becomes party to contractual provisions of the instrument.

Financial assets or liabilities obtained in arm's length transactions are initially measured at their fair value. In the case of a financial asset or liability not being subsequently measured at fair value, the initial fair value will be adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption.

The Council subsequently measures all of 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; investments in equity instruments that are not quoted in an active market, which are measured at cost less any reduction for impairment; derivative contracts, which are measured at fair value; and certain financial assets and financial liabilities which the Council has elected to measure at fair value. Changes in fair value are recognized in net income.

3. Investments

	<u>2020</u>	<u>2019</u>
Guaranteed income certificates maturing within one year	\$ 283,359	\$ 336,481
Guaranteed income certificates maturing after one year	<u>442,820</u>	<u>281,410</u>
	<u>\$ 726,179</u>	<u>\$ 617,891</u>

The effective interest rates on the investments during the year varied from 0.70% to 1.85% (2019 - 1.04% to 2.50%). The average interest rate for the year was 0.97% (2019 - 2.23%). Interest accrued on the investments at year end amounted to \$5,911 (2019 - \$7,691).

The Canadian Council for Accreditation of Pharmacy Programs

Notes to the Financial Statements

March 31, 2020

4. Capital disclosures

The Council considers its capital to be the balance maintained in its Unrestricted Net Assets. The balance on March 31, 2020 is \$803,189 (2019 - \$799,830). 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.

5. Lease commitments

The Council leases its premises subject to a lease expiring June 30, 2021. Future minimum annual payments under the lease are as follows:

2021	\$ 13,200
2022	<u>3,300</u>
	<u>\$ 16,500</u>

6. Financial instruments

The significant financial risks to which the Council is exposed to are credit risk, liquidity risk and market risk. Market risk consists of 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 fulfil 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.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to the Financial Statements

March 31, 2020

6. Financial instruments (continued)

(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.

7. Subsequent event

Since December 31, 2019, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The Council has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended March 31, 2020 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Council for future periods.
