

**Canadian Society of Hospital Pharmacists
Newfoundland and Labrador Branch**

**Annual General Meeting
Delta Hotel
St.John's, NL
October 1, 2004**

Present:

Dr. L. Hensman	Ms. L. Bishop
Ms. C. Dillon	Dr. S. Young
Ms. K. Parmiter	Mr. R. Snelgrove
Ms. J. Tucker	Mr. D. Smith
Mr. R. Abbott	Mr. T. Dawe
Ms. H. Woodland	Ms. B. Thomas
Ms. A. Payne	Ms. E. Reelis
Mr. M. Leblanc	Mr. K. Walsh
Mr. S. Edwards	

1.0 Adoption of the Minutes of the Semi-Annual Meeting - May 13, 2004

Following a call to order by President Dr. L. Hensman, the minutes of the Semi-Annual Meeting of May 13, 2004 were adopted by Ms. L. Bishop and seconded by Ms. K. Parmiter.

2.0 New Business

2.1 President's Report

Dr. L. Hensman's report highlighted the activities of the Branch over the past year. Some of the highlights included our partnership with the Pharmacists Association of Newfoundland and Labrador (PANL), which includes our joint continuing education committee and the financial support we have received from them.

Dr. Hensman acknowledged the support from the committees and the chair of the committees.

Dr. Hensman informed the group of the changes for the upcoming year, which include new President elect Mr. Leblanc, Ms. Philips will assume secretary and Mr. Edwards will step down as secretary, Ms. Bishop will stay on for another year as Past-President. Ms. B. Thomas has stepped down as chair of the Awards Committee but will stay on as chair of the Joint Continuing Education Committee. Ms. C. Dillon

will stay on as Treasurer. Finally Dr. Hensman stated her satisfaction with national CSHP and their leadership throughout the year, especially with the unfortunate incident in Calgary. Dr Hensman moved the adoption of her report, which was seconded by Mr. D. Smith.

2.2 Delegate's Report

In August, Ms. K. Parmiter represented the Branch at the 57th Annual General Meeting and Educational Sessions held in Edmonton, Alberta. Ms. Parmiter stated that Régis Vaillancourt would be the President for the upcoming year with Emily Musing assuming the President-Elect position and Neil Johnson serving as Past-President. Financially, national is doing well and the AGM hosted by NL contributed to this. National has determined that Directors and Officers of CSHP Branches are eligible for Professional Liability Insurance coverage under the National policy. This will alleviate the need for our Branch to procure our own insurance and will result in cost savings. Ms. Parmiter reported a new award would be added to the already robust awards program for the 2004-05 year. The "New Hospital Practitioners Award" was created to involve members who are at the beginning of their career in hospital practice. Ms. Parmiter moved adoption of the report and Mr. M. Leblanc seconded it.

2.3 Treasurer's Report

Ms. C. Dillon gave the Treasurer's report, seconded by Ms. L. Bishop, reporting we are in a better financial situation this year than last year, due to the success of the AGM (we received \$6000) and the \$5000 grant from Pharmacists Association of NL.

2.4 Nomination Committee Report

Ms. L. Bishop gave the Nomination Committee report, which was seconded by Ms. C. Dillon. Ms. Bishop welcomed Mr. M. Leblanc as President-elect and Ms. Leslie Phillips as Secretary. Ms. Bishop also thanked Mr. S. Edwards for his commitment to the Branch over the past two years as Secretary.

2.5 Newsletter Committee

Ms. A. Payne updated members on Branch Out publications. She reported that we have published two issues of *Branch Out* (Fall 2003 and Summer 2004) since our last AGM. Ms. A. Payne pointed out that the newsletter is funded by Trent Drugs. Ms. Payne, seconded by Mr. D. Smith, adopted the report of the Newsletter Committee on a motion.

2.6 Website Committee

Mr. D. Smith presented the report that was seconded by Mr. T. Dawe. Mr. Smith highlighted the new additions to the website this year including the Branch Manual, commonly used Branch forms, a section that includes CSHP position papers and other documents, and an archive of minutes and committee reports from past annual general meetings and semi annual general meetings.

Mr. D. Smith also provided some interesting statistics on the website. There was an average of 1061 visits per month from October 2003 to August 2004. This compares with 911 visits per month in the previous year. Most visitors are from the U.S.A. (56%) followed by Canada (11%). Ontario users accessed the site most in Canada with an average of 57 sessions per month. Newfoundland and Labrador averages 18 sessions per month. The average time of each session was 38 seconds.

An idea raised was to get the regional board newsletter section posted on the website. It was also suggested that email send outs to members not disclose all the recipients' email address.

2.7 Membership Committee

In Ms. K. Duggan's absence Ms. L. Bishop gave the report, which was seconded by Mr. M. Leblanc. Ms. Duggan has stepped down from the committee. She was thanked for her work. Mr. John Humboldt has accepted the chair of the committee. Ms Bishop reported our membership continues to grow from 102 members last year to 113 members this year (48 Active, 3 Active-In-Training, and 62 Student members). Our first event of the membership year was the Student Pizza Lunch on September 9, 2004. The lunch was very well attended and our student membership increased from 48 to 62 students. The Annual Book drive sponsored by Apotex is in its final stages.

2.8 Joint Continuing Education Committee

Ms. B. Thomas gave the report, seconded by Ms. C. Dillon on the Joint Education Committee. This committee was established this past year through efforts of PANL and CSHP NL Branch to partner with each other in areas such as advocacy and continuing education. Ms. Thomas reported the committee has focused on the following activities- establishing a Pharmacist's Speaker's Bureau, compiling a pharmaceutical industry contact list, assuming responsibility for organizing the educational component of the annual PANL conference, and investigating alternate forms of continuing education delivery (e.g.: videoconferencing) that may be used to support our educational needs. A discussion centered on getting web based articles that would greatly benefit all members.

2.9 Awards Committee

Ms. B. Thomas reported that CSHP Newfoundland and Labrador Branch PPC Travel

Grant 2004 sponsored by Apotex Inc was awarded to Cathy Rowe, pharmacist at Central West Regional Health Care Center. CSHP Newfoundland and Labrador Branch AGM 2004 Travel Grant sponsored by Eli Lilly Canada Inc was not awarded to date. Ms. Thomas recognized the valuable contribution of Ms. K Hanrahan to this committee over the years. Karen has resigned her position over the past year. Mr. R. Abbott seconded the report.

3.0 Other Business

3.1 Technician Training

Mr. Ken Walsh expressed concern that in our province we are well below the national average for staff with both pharmacists and pharmacy technicians. The increased awareness of hospital errors and the rate of occurrence from the Baker report further highlights the potential for a significant error to occur in this province, given our resource limitations. The major error that occurred in Calgary was discussed by the Pharmacy Management Group and we could use the recommendations as a template to analyze our own institutional weaknesses. The educational standards for pharmacy technicians should be standardized and that our association may need to play a role in this. Mr. Walsh stated that he is a big supporter of the move towards "delegation of function" for pharmacy technicians so that as pharmacists, we can do the more professional roles we have been trained for. By having our pharmacists involved in direct patient care we can reduce the risk. This cannot be done in the absence of adequate technician training programs to ensure they have the skill sets required to perform these delegated duties. Dr. Hensman reported that the Canadian Council for the Accreditation of Pharmacy Programs (CCAPP) has been approached by the Canadian Association of Pharmacy Technicians to see if they could assist with the development and implementation of accreditation for Pharmacy technician programs. Dr. Hensman noted that this matter is more appropriate for National to address than for the Branch.

4.0 Adjournment

There being no further business, the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Scott Edwards
Secretary