



Excellence in
Continuing
Education



Empowered
Professionals



Healthy
Canadians



**Canadian Council on Continuing
Education in Pharmacy**

**Le Conseil canadien de l'éducation
continue en pharmacie**

ANNUAL REPORT 2021-2022

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MESSAGE FROM THE PRESIDENT

Entering into my final months in the role of President as the organization enters its final year of its 2020-2023 Strategic Plan, it is with great pride that I present this annual report highlighting the achievements of the Canadian Council on Continuing Education in Pharmacy (CCCEP).

This Annual Report demonstrates the significant accomplishments made by CCCEP during 2021-2022. In addition to the accreditation of over 250 programs and updating multiple policies that govern the organization's operations and its accreditation process, CCCEP made significant gains in delivering on the objectives in its 2020-2023 Strategic Plan. In CCCEP's continued quest towards its vision, significant changes were made this past year. These included the development of an educational outreach strategy to raise awareness of the value of continuing education and the role of accreditation, changes to CCCEP's conference accreditation process to further ensure the quality of learning occurring in that environment, the introduction of a new accreditation area – Regularly Scheduled Series - and many other important initiatives that are nearing readiness for implementation.



My thanks to the Board of Directors with whom I have had the pleasure to work with over the past two years. Over the year we have had departures of long-standing directors who are greatly missed. However, we have also welcomed new directors that bring new and diverse perspectives to the table. The commitment and dedication of the individuals around our board table never ceases to amaze me. A special thank you to my colleagues who've been with me on the Executive Committee during my term as president - Sheena Deane and Michelle Wyand. The role of President can be daunting, and your support during my term has been very much appreciated.

Finally, I extend my heartfelt thanks to CCCEP's staff and volunteers:

- Ms. Colleen Janes, CCCEP's Executive Director, for her steady guidance and support to the Board of Directors.
- Ms. Georgette Clairmont, our former Administrative Assistant, for her smooth management of the accreditation process and the financial operations of the head office, and her support as we introduced a new staff member. CCCEP wishes her every success in her new journey.
- Ms. Donna Pike, our new Office Administrator, for entering the organization with great enthusiasm, and supporting the work of CCCEP.
- Our Learning Review Panel volunteers, for their continued dedication and support. Despite the demands of their regular professional lives, these individuals remain committed to the important role they play in CCCEP's accreditation process. They are an integral part of CCCEP's accreditation service, and we could not do it without them.

I am extremely proud of this organization. I look forward with confidence to the coming year as Sheena Deane assumes the role of President. Great things await us.

Sincerely yours,

A handwritten signature in cursive script that reads "Ashifa Keshavji".

Ashifa Keshavji
President

OVERVIEW OF CCCEP

BACKGROUND

The origins of the Canadian Council on Continuing Education in Pharmacy (CCCEP) go back to October 1972. The concept of a national coordinating body for continuing education in Canada for pharmacy professionals had its beginnings in a national seminar that was sponsored by the Canadian Foundation for the Advancement of Pharmacy and held at the University of Montreal. Representatives from each province attended. A resolution was put forward to appoint a steering committee that ultimately resulted in the foundation of the Canadian Council on Continuing Education in Pharmacy in Halifax, Nova Scotia in May 1973.

Prior to the establishment of CCCEP, the provinces functioned independently when organizing their continuing education programs. Sharing of information and resources occurred through an informal network of provincial continuing education officers. The major providers at the national level were the Canadian Pharmaceutical Association (now the Canadian Pharmacists Association) and the Canadian Society of Hospital Pharmacists, both of whom offered programs to their members.

CCCEP was incorporated in 1994, and operates from its head office, currently located in St. John's, Newfoundland and Labrador. CCCEP provides accreditation services to providers across the country, accrediting or renewing hundreds of learning activities annually. This is made possible due to a committed and passionate group of volunteer pharmacist and pharmacy technician reviewers who assess new learning activities to ensure they meet CCCEP's standards.

VISION AND MISSION

The Board of Directors approved the 2020-2023 Strategic Plan in June 2020, establishing a vision statement for the organization, and an updated mission statement.

VISION	MISSION
<ul style="list-style-type: none">○ Excellence in Continuing Education○ Empowered Professionals○ Healthy Canadians	Ensuring quality continuing education to support health professionals in providing care.

The plan contains 12 objectives in four strategic priority areas:

1. Improving our Services through Innovation
 - Enhance the CCCEP website and accreditation database to improve functionality, efficiency of operation and overall user experience.
 - Collaborate with regulators to explore the learning needs of pharmacy professionals from a regulatory perspective.

- Consult with pharmacy professionals, to explore their perceived learning gaps, and explore opportunities to collaborate with stakeholders in that regard, including provincial and national pharmacy associations.
 - Develop a process to encourage program development that aligns with the needs identified by the regulators' and pharmacy professionals' needs assessments.
 - Examine the CCCEP conference accreditation process to ensure that CCCEP's standards and guidelines are being adhered to and that conference sessions are evidence-based and free from bias.
2. Demonstrating and Communicating our Value
- Develop a plan for CCCEP to raise its profile, increasing awareness of the role of CCCEP and the value of accreditation as it pertains to continuing education for pharmacy professionals.
 - Consult with pharmacy regulators and professional associations to identify their needs regarding the promotion of the continuing competence of pharmacy professionals and explore partnership opportunities for communicating the value of accredited continuing education and the role of CCCEP in that regard.
 - Conduct a market analysis to identify opportunities to expand CCCEP's provider base.
3. Supporting Practice
- Explore ways to expand competency mapped accreditation program areas by identifying:
 - areas of need from a pharmacy professional or regulatory perspective; and
 - the organizations best positioned to identify the competencies required in those areas.
 - Facilitate the expanded development of continuing professional development opportunities for pharmacy technicians.
4. Expanding our Services
- Explore the feasibility of CCCEP providing a learning management system to host continuing education programs.
 - Develop and offer training to providers, presenters, and authors in current continuing education delivery models and accreditation standards.

GOVERNANCE

CCCEP is governed by a Board of Directors comprised of individuals nominated by CCCEP's member organizations. Members of CCCEP must be a provincial regulatory authority or a national pharmacy organization or institution which supports the purpose and objectives of CCCEP and is involved with the requirements for, or provision of, quality learning activities.

The current member organizations of CCCEP are:

Alberta College of Pharmacy	Canadian Society of Hospital Pharmacists	Nova Scotia College of Pharmacists
Association of Faculties of Pharmacy of Canada	College of Pharmacists of British Columbia	Ontario College of Pharmacists
Canadian Association of Pharmacy Technicians	College of Pharmacists of Manitoba	Ordre des pharmaciens du Québec
Canadian Pharmacists Association	New Brunswick College of Pharmacists	Prince Edward Island College of Pharmacy
Canadian Pharmacy Technician Educators Association	Newfoundland and Labrador Pharmacy Board	Saskatchewan College of Pharmacy Professionals

OPERATIONS AND FINANCE

CCCEP's core mandate and services relate to the accreditation of continuing education programs for pharmacy professionals. This is also CCCEP's primary source of revenue, accounting for more than 95% of its annual revenue.

CCCEP's operating budget for 2021-2022 was \$310,989, with an additional budget of \$42,000 for identified projects. As an additional project for \$9,000 was approved in December 2021, to conduct recruitment of a new office administrator. As indicated in the summarized audited financial statements for 2021-2022 (see Appendix B), CCCEP saw revenues of \$315,278, slightly less than 2020-2021's revenues of \$323,972. Operational expenses increased by 36.3% (\$77,047) over 2020-2021, primarily due to a return to in-person Board meetings. However, expenditures for 2021-2022 were under the amount budgeted for the year by \$22,248. CCCEP had an excess of revenues (before projects and investment earnings) of \$26,537 for 2021-2022. There was a small deficit (-\$11,318) for the year 2021-2022 once project expenditures and investment earnings were factored in. CCCEP maintains a Reserve Fund to cover project expenses, which is held in investments until spending is required. The majority of CCCEP's 2021-2022 expenditures related to the administration of accreditation services and the overall operation of the office.

HIGHLIGHTS FROM 2021-2022

CCCEP's key activities during the 2021-2022 year at a glance.

250 learning activities accredited

- 130 new
- 76 renewals
- 44 other (e.g., extensions)

Revised numerous policies, including:

- Regularly Scheduled Series Policy was revised to add sections needed to support the implementation of the Policy in 2022.
- Accredited Provider Policy was modified to: amend the process for approval of an Accredited Provider and the criteria for consideration to be an Accredited Provider, as well as to authorize Accredited Providers as RSS Providers.
- CCCEP's Conflict of Interest Policy, Endorsement Policy, and Acknowledgement Policy were also amended.

Completed significant work on objectives within the 2020-2023 Strategic Plan

- See the following section for details.

REPORT ON PERFORMANCE

During 2021-2022 CCCEP conducted work on the priorities outlined in its 2020-2023 Strategic Plan, which can be found at [Strategic Plan \(cccep.ca\)](https://www.cccep.ca/Strategic-Plan). Activities were conducted during the year in three of the four priority areas, as noted in the table on page 7.

Priority Area	Status
<p>Improving our Services through Innovation</p>	<p>Upgrades were conducted to CCCEP’s accreditation database throughout 2021-2022 in response to comments from users and to enable implementation of new accreditation types – such as Regularly Scheduled Series. Efforts to improve efficiency of accreditation applications and user experience will continue.</p> <p>Input on the changes and overall usability of the website continues to be collected through automated survey pop-ups for users, with the resulting information reviewed on a continuous basis to identify additional changes that may be required.</p> <p>Amendments to CCCEP’s conference accreditation process were implemented in September 2021. An evaluation of the changes is anticipated to occur during 2022-2023.</p>
<p>Demonstrating and Communicating our Value</p>	<p>The Promoting CCCEP Task Group worked with a communications consultant throughout the year to develop a series of articles that form part of an educational outreach initiative. The articles focus on raising awareness of the importance of continuing education, accreditation, and the role of CCCEP. These articles will be released during 2022-2023 and the outcomes of the initiative will be evaluated.</p>
<p>Supporting Practice</p>	<p>The Needs Assessment Working Group (NAWG), informed by the priorities gathered from a survey of regulatory bodies, has been examining areas suited to competency mapped accreditation. In 2021-2022 it was identified that competency-mapped compounding programs would be beneficial for pharmacy professionals. Work was initiated, in consultation with the NAWG, in that regard. This will continue during 2022-2023.</p> <p>As part of the evaluation of an educational outreach initiative, pharmacy professionals will be surveyed for barriers to, or gaps in, continuing education. This will occur during 2022-2023.</p>

OPPORTUNITIES AND CHALLENGES AHEAD

Much has been accomplished on the goals laid out in the 2020-2023 Strategic Plan. As CCCEP heads into the final year of its strategic plan, the organization continues its focus on the objectives within it in the fulfillment of its new Mission - *Ensuring quality continuing education to support health professionals in providing care.*

CCCEP acknowledges that a committed Board of Directors is integral to its success. It also recognizes the importance of board diversity and welcomes directors of all levels of experience, genders, ethnicities, professional practice areas, and educational backgrounds. In striving for this diversity, CCCEP will continue to encourage its member organizations to consider this factor in choosing who to put forth for nomination to CCCEP's Board.

As Canadians continue their efforts to ensure all people are treated with respect, CCCEP is mindful of the need to continue to reflect on its own organization and the policies that guide it with these efforts in mind.

CONTACT INFORMATION

Canadian Council on Continuing Education in Pharmacy

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APPENDIX A
BOARD OF DIRECTORS AND CCCEP STAFF

BOARD EXECUTIVE

Ashifa Keshavji – President

Sheena Deane – Vice-President

Michelle Wyand – Past President

BOARD OF DIRECTORS

Director	Member Organization
Pamela Timanson	Alberta College of Pharmacy
Certina Ho	Association of Faculties of Pharmacy of Canada
Asfiya Rahman	Canadian Pharmacy Technician Educators Association
Sheena Deane	Canadian Association of Pharmacy Technicians
Phil Emberley/Amanda Ung/Janet MacDonnell	Canadian Pharmacists Association
Barbara Thomas	Canadian Society of Hospital Pharmacists
Ashifa Keshavji	College of Pharmacists of British Columbia
Kim McIntosh	College of Pharmacists of Manitoba
Katrina Mulherin	New Brunswick College of Pharmacists
Noelle Patten	Newfoundland and Labrador Pharmacy Board
Sue Sampson	Nova Scotia College of Pharmacists
Sandra Winkelbauer	Ontario College of Pharmacists
Anick Minville/Marie-Ève Turcotte	Ordre des pharmaciens du Québec
Michelle Wyand	Prince Edward Island College of Pharmacy
Danielle Larocque	Saskatchewan College of Pharmacy Professionals

STAFF

Colleen Janes – Executive Director

Georgette Clairmont –Administrative Assistant

Donna Pike – Office Administrator

APPENDIX B - SUMMARIZED FINANCIAL STATEMENTS FOR 2021-2022

Canadian Council on Continuing Education in Pharmacy Summarized Statement of Financial Position As at June 30, 2022

	<u>2022</u>	<u>2021</u>
ASSETS		
Current		
Cash and short-term investments	\$ 83,587	\$ 230,197
Receivables	36,586	21,183
Prepaid expenses	3,396	6,802
	123,569	258,182
Investments	614,294	467,999
Property and equipment	3,575	2,843
	\$ 741,438	\$ 729,024
LIABILITIES AND FUND BALANCES		
Liabilities		
Payables and accrued liabilities	\$ 36,423	\$ 12,691
Fund Balances		
General fund (unrestricted)	575,457	582,300
Succession planning fund	30,137	34,137
Capital replacement fund	8,500	8,500
Project reserve fund	90,921	91,396
	705,015	716,333
	\$ 741,438	\$ 729,024

Summarized Statement of Operations For the year ended June 30, 2022

	<u>Budget 2022</u>	<u>2022</u>	<u>2021</u>
Revenues			
Accreditation	\$ 316,074	\$ 307,028	\$ 267,933
Government subsidies	-	-	47,789
Other	8,250	8,250	8,250
	324,324	315,278	323,972
Expenses			
Accreditation	76,350	57,370	47,288
Salaries and benefits	123,005	130,021	123,472
Other	111,634	101,350	40,934
	310,989	288,741	211,694
Other income and expenses			
Investment income		3,457	(87,391)
Other expenses	42,000	34,398	36,970
	42,000	37,855	(50,421)
Excess of Revenues over Expenditures	\$ (28,665)	\$ (11,318)	\$ 162,699

The summarized financial statements have been derived from the audited financial statements which were prepared in accordance with Canadian Accounting Standards for not-for-profit organizations. Full disclosure and notes are contained in the audited financial statements issued by Feltham & Associates, CPAs