

ANNUAL REPORT 2022-2023



Canadian Council on Continuing Education in Pharmacy



**Excellence in
Continuing Education**



**Empowered
Professionals**



Healthy Canadians

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MESSAGE FROM THE PRESIDENT

As my first report as President, I am pleased to present this annual report highlighting the achievements of the Canadian Council on Continuing Education in Pharmacy (CCCEP).



The year 2022-2023 represented the final year of work on CCCEP's Strategic Plan 2020-2023. Despite the challenges of the past few years, CCCEP largely achieved the objectives set for the organization in 2020. This Annual Report demonstrates the significant and numerous accomplishments made during 2022-2023. In addition to the accreditation of nearly 250 programs, CCCEP updated multiple policies that govern the organization's operations. One significant milestone was the release of new Standards and Requirements for Accreditation, the culmination of over 18 months of work. The development and implementation, which included live and recorded webinars for providers, was enabled by a deeply experienced and dedicated Accreditation Policy Committee. Additionally, CCCEP made significant gains in its final year of efforts to deliver on the objectives in its 2020-2023 Strategic Plan. These efforts included the conclusion of an educational outreach strategy to raise awareness of the value of continuing education and the role of accreditation, and discussions with providers and educational representatives with respect to opportunities to increase accredited learning that aligns with the needs of pharmacists and pharmacy technicians across Canada.

As the first pharmacy technician holding the role of President of CCCEP, I am grateful for the support of my exceptional colleagues on the Executive team: Pamela Timanson, Vice-President; and Ashifa Keshavji, Past President. The collaborative and dedicated approach of the entire Board of Directors has also been an immense comfort in ensuring I could fulfill my duties as President with confidence that, collectively, we were guiding the organization effectively.

While the Board of Directors is active and involved, and their roles incredibly important, CCCEP's accomplishments would not be possible without CCCEP's staff and volunteers, to whom I extend my sincere thanks:

- Ms. Colleen Janes, CCCEP's Executive Director, for her strategic guidance and immeasurable support for myself and the entire Board of Directors.
- Ms. Donna Pike, our Office Administrator, for her enthusiastic and helpful approach with CCCEP's providers and volunteers and her willingness to assist in any way to support the work of CCCEP.
- Our Learning Review Panel volunteers, for their continued commitment to CCCEP in providing an integral role in CCCEP's accreditation process. We can never thank them enough.

I am incredibly excited as we enter my second year as President, a year that will usher in a new Strategic Plan for the organization that builds on our strengths and positions us for growth. I look forward to sharing it with you all and working in collaboration to see its goals achieved.

Sincerely yours,

A handwritten signature in cursive script that reads "Sheena Deane".

Sheena Deane
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 accrediting body for continuing education in Canada for pharmacy professionals began in a national seminar 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.

Before CCCEP was established, the provinces functioned independently when organizing their continuing education programs. Information and resources were shared 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 in St. John's, Newfoundland and Labrador. CCCEP provides accreditation services to providers across the country, accrediting or renewing hundreds of learning activities annually. These services are 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, which contains 12 objectives in four strategic priority areas, can be found at [Strategic Plan \(cccep.ca\)](https://www.cccep.ca).

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 that 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:

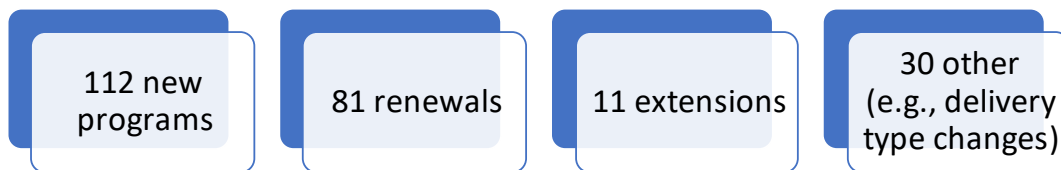
| | | |
|--|--|--|
| Alberta College of Pharmacy | Canadian Society of Hospital Pharmacists | Nova Scotia College of Pharmacists |
| Association of Faculties of Pharmacy of Canada | College of Pharmacists of British Columbia | Ontario College of Pharmacists |
| Canadian Association of Pharmacy Technicians | 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. Accreditation is also CCCEP's primary source of revenue, accounting for more than 95% of its annual revenue.

CCCEP's operating budget for 2022-2023 was \$332,039, with an additional budget of \$86,000 for identified projects. As indicated in the summarized audited financial statements for 2022-2023 (see Appendix B), CCCEP saw revenues of \$283,072, less than 2021-2022's revenues of \$315,278. Operational expenses increased by \$5,482 over 2021-2022. However, expenditures for 2022-2023 were \$36,647 under the amount budgeted for the year. CCCEP had a deficit (before projects and investment earnings) of -\$11,151 for 2022-2023. This deficit increased to -\$37,734 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 2022-2023 expenditures are related to the administration of accreditation services and the overall operation of the office.

234 Learning Activities Accredited



Policies Revised

Substantive revisions to CCCEP's policy - ***Standards and Requirements for Accreditation***- modernizing the development and delivery requirements for accredited programs.

Updated CCCEP's ***Financial Management*** policy to ensure clear accountabilities and responsibilities.

Revised the ***Use of CCCEP Logos and Trademarks*** policy and the organization's ***Code of Conduct***

Strategic Planning

Wrapping Up

Activities conducted on the 2020-2023 Strategic Plan are presented in the next section of this report.

Moving Forward

Conducted consultations and completed a Board workshop toward the development of a new strategic plan.

REPORT ON PERFORMANCE

During 2022-2023, CCCEP conducted work on the priorities outlined in its 2020-2023 Strategic Plan. Activity occurred in all four priority areas, as noted below.

Improving our Services through Innovation

Surveys conducted with pharmacy professionals to explore their learning needs and assess the impact that expanded scope is having on those needs.

Focus group discussions held with providers regarding the needs of pharmacy professionals, to assess opportunities for further accredited learning aligned with their needs.

Evaluated the outcome of recent changes to the conference accreditation process and identified further refinements needed to achieve the intended outcome of raising the quality of conference education sessions.

Demonstrating and Communicating our Value

Released the final articles in the educational outreach series initiated in 2021 and collaborated with regulators and national organizations to reach as many professionals as possible.

Presented at two national conferences to highlight the value of high-quality learning and the role of accreditation and CCCEP in that regard.

Supporting Practice

New competency mapped accreditation program area implemented— Compounding.

Focus groups held with providers and representatives of training institutions for pharmacy technicians, exploring barriers and opportunities to increase the availability of accredited learning that aligns with the needs of pharmacy technicians.

Finalized and distributed an outreach article for providers that highlights the needs of pharmacy professionals and how they value accredited learning.

Expanding our Services

Conducted webinars for providers, live and recorded, regarding CCCEP's new Standards and Requirements for Accreditation.

Updated Guidance Documents for Authors and Presenters regarding CCCEP's new Standards and Requirements for Accreditation.

OPPORTUNITIES AND CHALLENGES AHEAD

Significant accomplishments were achieved with respect to the goals laid out in the 2020-2023 Strategic Plan in the organization's efforts toward the fulfillment of its Mission - *Ensuring quality continuing education to support health professionals in providing care*. In the coming year, a new strategic plan will be developed. The challenge for the new plan will be to ensure a continued focus on quality improvement in current service delivery while looking forward to the next three years and how CCCEP can play a role in supporting pharmacy professionals, regulators, national organizations, and providers in a pharmacy practice environment that continues to evolve rapidly.

CCCEP acknowledges that a committed Board of Directors, a competent staff, and a dedicated group of volunteer professionals are collectively the reason for its success. It also recognizes the importance of diversity among all these groups. 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 organization and the policies that guide it with these efforts in mind. This mindfulness has informed the work to date on the new strategic plan and will continue to inform those discussions.

CONTACT INFORMATION

Canadian Council on Continuing Education in Pharmacy

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APPENDIX A - BOARD OF DIRECTORS AND CCCEP STAFF

BOARD EXECUTIVE

Sheena Deane - President

Pamela Timanson - Vice-President

Ashifa Keshavji - Past President

BOARD OF DIRECTORS

| Director | Member Organization |
|-----------------------------|--|
| Pamela Timanson | Alberta College of Pharmacy |
| Certina Ho | Association of Faculties of Pharmacy of Canada |
| Lois Battcock | Canadian Pharmacy Technician Educators Association |
| Sheena Deane | Canadian Association of Pharmacy Technicians |
| 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 |
| Anastasia Shiamptanis | New Brunswick College of Pharmacists |
| Noelle Patten | Newfoundland and Labrador Pharmacy Board |
| Sue Sampson/Anne Marentette | Nova Scotia College of Pharmacists |
| Sandra Winkelbauer | Ontario College of Pharmacists |
| 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

Donna Pike – Office Administrator

APPENDIX B - SUMMARIZED FINANCIAL STATEMENTS FOR 2022-2023

Canadian Council on Continuing Education in Pharmacy Summarized Statement of Financial Position As at June 30, 2023

| | <u>2023</u> | <u>2022</u> |
|--------------------------------------|-------------------|-------------------|
| ASSETS | | |
| Current | | |
| Cash and short-term investments | \$ 47,200 | \$ 83,587 |
| Receivables | 12,941 | 36,586 |
| Prepaid expenses | 11,675 | 3,396 |
| | 71,816 | 123,569 |
| Investments | 626,615 | 614,294 |
| Property and equipment | 2,145 | 3,575 |
| | \$ 700,576 | \$ 741,438 |
| LIABILITIES AND FUND BALANCES | | |
| Liabilities | | |
| Payables and accrued liabilities | \$ 33,295 | \$ 36,423 |
| Fund Balances | | |
| General fund (unrestricted) | 527,317 | 575,457 |
| Succession planning fund | 30,137 | 30,137 |
| Capital replacement fund | 8,500 | 8,500 |
| Project reserve fund | 101,327 | 90,921 |
| | 667,281 | 705,015 |
| | \$ 700,576 | \$ 741,438 |

Summarized Statement of Operations For the year ended June 30, 2023

| | <u>Budget 2023</u> | <u>2023</u> | <u>2022</u> |
|---|--------------------|--------------------|--------------------|
| Revenues | | | |
| Accreditation | \$ 323,789 | \$ 274,822 | \$ 307,028 |
| Government subsidies | - | - | - |
| Other | 8,250 | 8,250 | 8,250 |
| | 332,039 | 283,072 | 315,278 |
| Expenses | | | |
| Accreditation | 76,350 | 54,900 | 57,370 |
| Salaries and benefits | 132,289 | 130,813 | 130,021 |
| Other | 122,231 | 108,510 | 101,350 |
| | 330,870 | 294,223 | 288,741 |
| Other Income and expenses | | | |
| Investment income | - | (13,011) | 3,457 |
| Other expenses | 86,000 | 39,594 | 34,398 |
| | 86,000 | 26,583 | 37,855 |
| Excess of Revenues over Expenditures | \$ (84,831) | \$ (37,734) | \$ (11,318) |

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