



Excellence in  
Continuing Education



Empowered  
Professionals



Healthy Canadians



# Canadian Council on Continuing Education in Pharmacy

ANNUAL REPORT 2023-2024

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## MESSAGE FROM THE PRESIDENT

It is difficult to believe that my term as President of the Canadian Council on Continuing Education in Pharmacy (CCCEP) is nearing an end. It has been an honour.

2023-2024 was filled with both accomplishments and challenges. The release of a new Strategic Plan to guide the organization for the 2024-2026 period was a major milestone, and one that must be acknowledged and celebrated. Guided by an excellent facilitator, together with a Committee of several board members and CCCEP's Executive Director, the plan was assembled, thoughtfully considered by the Board of Directors and released in early 2024. While time has been limited to act on the various objectives included in that plan, work in priority areas has occurred and efforts will continue as capacity permits.



This Annual Report demonstrates this accomplishment, and others achieved during 2023-2024. In addition to the accreditation of continuing pharmacy education programs, CCCEP updated multiple policies that govern the organization. While progress continues in many areas, this year also represented a pivotal point in CCCEP's history, as accreditation applications declined significantly. This required deep thought and examination, and much focus by the Board of Directors. As always, they have risen to the challenge, and I am certain that their guidance will continue to support the organization as it adapts to its new realities.

CCCEP's accomplishments would not be possible without CCCEP's staff and volunteers, to whom we owe immense thanks:

- Ms. Colleen Janes, CCCEP's Executive Director, for her unwavering support for myself and the entire Board of Directors.
- Ms. Donna Pike, our Office Administrator, for her exceptional support to 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 ongoing commitment to supporting CCCEP's accreditation process, and working with us through times of change.

As I write this, plans are underway for the organization's Annual General Meeting and election of Officers in November 2024. I am confident that as I pass the gavel to CCCEP's current Vice-President, Pamela Timanson, that the organization will continue to evolve, adapting to its ever-changing circumstances.

A final thanks to the entire Board of Directors for entrusting me with the privilege of holding this office for the past two years. I look forward to continuing to work with you all as we forge ahead in our mission of ensuring quality continuing education to support health professionals in providing care.

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 2024-2026 Strategic Plan in November 2023, establishing new priorities and objectives for that three-year period.

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

The plan, which contains nine objectives in four strategic priority areas, can be found at <https://cccep.ca/about-cccep/strategic-plan/>

## 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

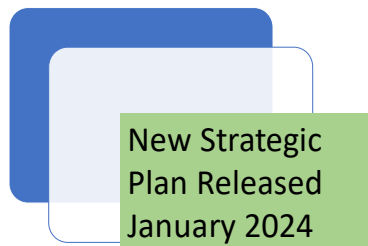
CCCEP's core mandate and services relate to the accreditation of continuing education programs for pharmacy professionals. Accreditation is also CCCEP's primary source of revenue, accounting for more than 95% of its annual revenue.

CCCEP's operating budget for 2023-2024 was \$333,283, with an additional budget of \$83,320 for identified projects. As indicated in the summarized audited financial statements for 2023-2024 (see Appendix B), CCCEP saw revenues of \$279,530, less than 2022-2023's revenues of \$283,072. Operational expenses for 2023-2024 were \$292,368. This was \$40,915 under the amount budgeted for the year, a purposeful underspending directed by the Board at their February 2024 meeting in response to accreditation application trends that were impacting CCCEP's primary revenue stream. CCCEP ended 2023-2024 with an operating deficit (before projects and investment earnings) of -\$12,838 for 2023-2024. This deficit increased to -\$20,270 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 2023-2024 expenditures are related to the administration of accreditation services and the overall operation of the office.

## 196 Learning Activities Accredited



## Strategic Planning



## REPORT ON PERFORMANCE

During 2023-2024, CCCEP initiated work on the priorities outlined in its 2024-2026 Strategic Plan. However, in February of 2024 the Board halted all activity that would require expenditure until an analysis of the organization's financial circumstances could be undertaken. Despite this, activity occurred in three of the four priority areas.

## Supporting Pharmacy Practice

**Raised awareness of CCCEP's Presenter-Author-Reviewer database to encourage growth in pharmacy professionals interested in becoming involved in continuing education development or delivery.**

**Increased the use of social media to encourage development and accreditation of continuing education programs aligned with the needs of pharmacy professionals.**

**Worked with the Needs Assessment Working Group to identify opportunities to expand competency mapped accreditation.**

**Utilized a new website platform to raise awareness of CCCEP's role in ensuring quality continuing education for pharmacy professionals.**

**Initiated foundational work to prepare for engagement with important partners to explore collaborative opportunities.**

## Building Relationships

## Enhancing our Service Delivery

Implemented a new website platform with a home page designed to improve ease of locating information or searching for accredited learning.

Reviewed the recommendations of the Truth and Reconciliation Call to Action report to determine areas of action that could be undertaken by CCCEP.

### OPPORTUNITIES AND CHALLENGES AHEAD

While it was early days for CCCEP's 2024-2026 Strategic plan, some progress was made in the second half of the 2023-2024 fiscal year with respect to the goals within. However, challenges arose during 2023-2024 requiring the organization's focus. These pertained to an appreciable decline in accreditation applications, which are CCCEP's primary revenue source. Significant work to explore the reason for this pattern of decline was undertaken, and further work planned, including a meeting of CCCEP's Executive with the leaders of the provincial regulatory authorities.

Looking forward, CCCEP remains committed to its vision - Excellence in Continuing Education | Empowered Professionals | Healthy Canadians – and will continue to explore its place in supporting pharmacy professionals, regulators, national organizations, and providers in a manner that is flexible, responsive, and respectful.

### 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/Heather Christ | New Brunswick College of Pharmacists               |
| Noelle Patten                        | Newfoundland and Labrador Pharmacy Board           |
| Anne Marentette                      | Nova Scotia College of Pharmacists                 |
| Sandra Winkelbauer                   | Ontario College of Pharmacists                     |
| Marie-Ève Turcotte/Pascale Gervais   | 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 2023-2024

Canadian Council on Continuing Education in Pharmacy  
Summarized Statement of Financial Position  
As at June 30, 2024

|                                      | 2024              | 2023           |
|--------------------------------------|-------------------|----------------|
| <b>ASSETS</b>                        |                   |                |
| <b>Current</b>                       |                   |                |
| Cash and short-term investments      | \$ 68,782         | 47,200         |
| Receivables                          | 21,987            | 12,941         |
| Prepaid expenses                     | 16,562            | 11,675         |
|                                      | 107,331           | 71,816         |
| Investments                          | 564,199           | 626,615        |
| Property and equipment               | 716               | 2,145          |
|                                      | <b>\$ 672,246</b> | <b>700,576</b> |
| <b>LIABILITIES AND FUND BALANCES</b> |                   |                |
| <b>Liabilities</b>                   |                   |                |
| Payables and accrued liabilities     | \$ 25,235         | 33,295         |
| <b>Fund Balances</b>                 |                   |                |
| General fund (unrestricted)          | 502,862           | 527,317        |
| Succession planning fund             | 30,137            | 30,137         |
| Capital replacement fund             | 8,500             | 8,500          |
| Project reserve fund                 | 105,512           | 101,327        |
|                                      | 647,011           | 667,281        |
|                                      | <b>\$ 672,246</b> | <b>700,576</b> |

Summarized Statement of Operations  
For the year ended June 30, 2024

|   | Budget 2024      | 2024            | 2023            |
|---|------------------|-----------------|-----------------|
| <b>Revenues</b>                             |                  |                 |                 |
| Accreditation                               | 301,323          | 266,780         | 274,822         |
| Other                                       | 12,750           | 12,750          | 8,250           |
|   | 314,073          | 279,530         | 283,072         |
| <b>Expenses</b>                             |                  |                 |                 |
| Accreditation                               | 73,650           | 54,700          | 54,900          |
| Salaries and benefits                       | 138,460          | 134,401         | 130,813         |
| Other                                       | 121,173          | 103,267         | 108,510         |
|   | 333,283          | 292,368         | 294,223         |
| <b>Other Income and expenses</b>            |                  |                 |                 |
| Investment income/loss (Gain)               | -                | (36,809)        | (13,011)        |
| Other expenses                              | 83,320           | 44,241          | 39,594          |
|   | 83,320           | 7,432           | 26,583          |
| <b>Excess of Revenues over Expenditures</b> | <b>(102,530)</b> | <b>(20,270)</b> | <b>(37,734)</b> |

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