



Annual Report 2023



About Us

Mission

Protecting the public interest by building excellence in professional pharmacy practice through regulation.



Vision

Quality pharmacy care for a healthier Saskatchewan.



Values

In delivering on its mission, the SCPP values:

Professionalism – by maintaining the highest standards of ethical conduct and integrity, and being accountable for our actions and their results;

Collaboration – by engaging in a meaningful way to ensure public safety;

Leadership – by being proactive, transparent, and innovative;

A Culture of Excellence – by being consistent, responsive and demonstrating a commitment to continuous improvement.

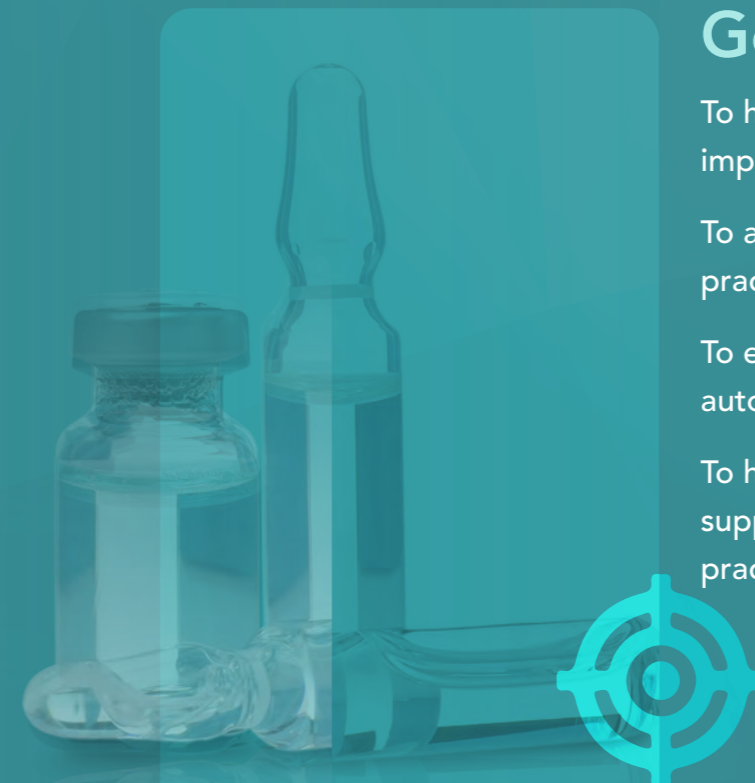
Goals

To have functioning competency assurance and quality improvement programs.

To align pharmacy regulation with modern pharmacy practice.

To empower pharmacy professionals to practice autonomously to deliver safe patient care.

To have enhanced transparency to stakeholders, supported by contemporary governance and management practices.



Contents

About us	2
President's Report	4
Registrar's Report	6
Introduction	6
Practising Members – Pharmacists as of Dec. 31, 2023	8
Practising Members – Pharmacy Technicians as of Dec. 31, 2023	8
Pharmacies as of Dec. 31, 2023	9
Other Activities of the Registrar's Office	11
Analysis Between 2022 and 2023	12
Conclusion	13
Strategic Plan Update	14
Deputy Registrar's Report	15
By the Numbers	16
Member and Pharmacy Relations	17
Competency Assurance	18
Field Operations	20
CompEx - Compounding Report	23
Policy and Legislation Unit	29
Complaints and Discipline	32
Saskatchewan College of Pharmacy Professionals	35
Minutes of the 112th AGM	39
Appendix A	41
Financial Statements	44



President's Report

As President of the Saskatchewan College of Pharmacy Professionals, I am pleased to provide an update on the progress made by Council in 2023.

In June, Council held its first in-person meeting since the Spring of 2020 when the COVID-19 pandemic forced us into a remote setting. It was refreshing to be back at the SCPP boardroom after three years of virtual meetings. I was particularly happy to greet new staff who had since joined the College, and grateful to engage with my fellow Council members face-to-face once again. Councillors reported value in both the virtual and in-person meeting settings, and it was determined that we would continue with a mix moving forward.

Pharmacist Advanced Scope of Practice was a high priority throughout 2023 and remains top of mind for Council. After extensive consultation with stakeholders regarding the proposed changes to Part K and M of the SCPP Regulatory Bylaws, Council submitted the finalized version to the Ministry, which was subsequently approved in July. This was a momentous achievement for pharmacy practice in Saskatchewan and an essential step towards improving access to health care across the province. While I can appreciate that pharmacists are eager to offer these new services to their patients, there is still substantial work and planning to be done before all the changes can be safely applied to pharmacy practice. To ensure successful implementation, the College will continue to roll out advanced scope using a staged approach. Members will be kept well informed with respect to updates and timelines via email communications and SCOPe/microSCOPe newsletters.

Council remains committed to upholding high standards of professionalism to ensure the best possible care for patients. In 2023, all SCPP members completed the Equity, Diversity, Inclusion (EDI) & Cultural Safety Training, and all pharmacy managers completed the Community Pharmacy Manager Course. The EDI training provided knowledge to build and sustain a productive and welcoming health care environment, while the manager course assisted members in understanding their full responsibility as leaders in pharmacy. Both the EDI training and the manager course received positive feedback from members and stakeholders and will remain as important support tools in the years to come.



Safety also continues to be a top priority at the College. As of November 2023, it became mandatory for all Saskatchewan pharmacies to utilize time-delayed safes for the secure storage of narcotic and controlled medications. This initiative was approved by Council with the goal of improving both public and staff safety in community pharmacies and preventing illegally obtained drugs from entering our communities.

In 2023, all SCPP members completed the Equity, Diversity, Inclusion (EDI) & Cultural Safety Training, and all pharmacy managers completed the Community Pharmacy Manager Course. Both received positive feedback and will remain as important support tools in the years to come.

Work is still underway to transition the College to a Competency Assurance Program and away from the existing continuing education model. Despite delays, significant progress has been made in analyzing data and preparing tools to assist members. Once established, the Competency Assurance Program will be a valuable and transparent way for members to maintain their professional and clinical competency and adapt to changes in practice throughout their career. A competency assurance webpage has been developed to provide information on the program and collect feedback and can be found on the [SCPP website](#).

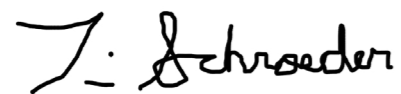
In April of 2022, *The Labour Mobility and Fair Registration Practices Act* (Bill 81) was introduced by the provincial government. The purpose of this act was to reduce the number of barriers for out-of-province and international workers looking to relocate to Saskatchewan. Last year, the College identified a number of necessary changes for the bylaws to be compliant with this new legislation. I am pleased to report that these updates were approved by Council in December and all candidates for membership will be assessed with these standards moving forward.

The College's workload has steadily increased over the last few years, and in 2023 Council supported the recruitment and hiring of several new positions, most notably a Director of Legal Affairs and a Director of Corporate Services/CFO. Onboarding of a Director of Legal Affairs was critical as the College navigated through numerous updates to legislation, including *The Labour Mobility and Fair Registration Practices Act* (Bill 81), *The Health Information Protection Act* (HIPA) and the new regulations, *The Miscellaneous Statutes (Health Professions) Amendment Act* (Bill 120), and modernization of Part K, and Part M of the College's Regulatory Bylaws. The Director of Corporate Services/CFO was an equally important addition and has since begun overseeing the College's financial operations and advising Council on risk management.

Looking to the year ahead, Council already has many initiatives and projects on the go. A new three-year strategic plan for 2025 is presently underway, and Councillors will be attending a retreat this spring to work on its development. Throughout 2024, Council and the SCPP staff will be working diligently on the continued roll out of expanded scope, further development of the Competency Assurance Program, and modernizing regulatory practices and policies. Council will also continue to respond to emerging issues that impact pharmacy, patient safety, and the health care system.

In closing, I look forward to continuing Council's work on our strategic objectives and goals in the present year. Together with our valued members, partners, and stakeholders, Council and the College remain committed to achieving excellence in pharmacy practice for healthier and safer communities across Saskatchewan. I am immensely proud of the progress that has been accomplished thus far.

Respectfully submitted,



Tania Schroeder
President, SCPP Council



Registrar's Report

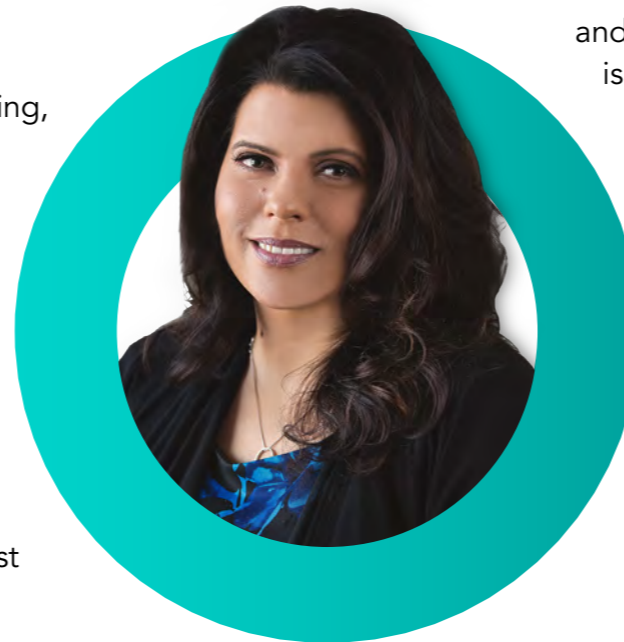
Introduction

President Schroeder and members of the College: It gives me great pleasure to present the annual report for the fiscal year 2023 in my capacity as Registrar-Treasurer. This report describes how the SCPP team works towards achieving the College's vision, mission, strategic goals, and strategic direction as established by Council.

As the Secretariat and Treasurer for SCPP, the office provides administrative support for Council and all Committees.

The office also manages issues, communications, and our statutory obligations which include, but are not limited to, registration, licensing, monitoring and enforcing activities, such as routine and special evaluation of pharmacies, investigating complaints, ensuring career span and entry to practice competencies are met and that the expected standards of the profession are upheld to ensure the public can trust in the profession and have confidence in the care they are receiving in Saskatchewan.

As liaison between the public, Council, committees, members, government, other provincial and national professional regulators, educational institutions, other pharmacy organizations, and many other stakeholders, we remain grateful for the collaboration amongst our colleagues.



Financial Highlights:

The College finished 2023 in a sound financial position. Our assets showed a modest increase of \$106,006 in 2023. The difference is primarily due to a net increase in the value of our investments and cash position in 2023, partially offset by lower prepaid expenses at the end of 2023 when compared to 2022.

- Liabilities were \$256,388 higher in 2023, mainly due to an increase in fees and licenses collected in advance, partially offset by lower accounts payable and accrued liabilities.
- Revenue was up by \$977,264 in 2023, mainly due to: a \$350,781 net change in unrealized value

of investments when compared to 2022; increased membership revenue; increased fines and cost recoveries related to discipline; higher investment income; and higher registration fee revenue.

- Expenses increased by \$694,120, when compared to 2022. The increase was primarily due to salary, pension and benefit expenses related to the onboarding of new staff in 2023. 2023 also represented the first full year of salaries and benefits for employees hired in 2022. With the onboarding of in-house legal counsel in 2023, corporate legal expense saw a decrease compared to 2022.
- Council approved the use of unrestricted reserves to support the operations of the College and to ensure proper stewardship of financial resources. This use of unrestricted reserves is reflected in the 2023 net loss of \$150,382 and maintains the Council policy of keeping unrestricted reserves at or above the minimum level of \$400,000.
 - The College will continue to hold \$1.5 million in restricted reserves for operational security, and the \$500,000 catastrophic discipline fund is maintained, to be utilized to support higher-than-budgeted legal costs. For 2023, legal costs, net of discipline-related fines and cost recoveries, were below the budgeted amount of \$120,000, resulting in no draw on the fund. These policies serve to maintain the College's financial security in the event of significant or unforeseen operational pressures.
 - Detailed financial information can be found in the [audited statements at the end of this report](#).

This report describes how the SCPP team works towards achieving the College's vision, mission, strategic goals, and strategic direction as established by Council.

Licensing, Registration and Permit Highlights:

- Membership growth was flat between 2022 and 2023.
- Pharmacies continue to grow with 11 new pharmacies opening in 2023.
- There were 426 pharmacies at the end of 2023, a total net increase of 2 pharmacies with 11 opening and 9 closing.

- There continues to be significant movement with pharmacy managers, resulting in an increase in pharmacy manager changes from 123 in 2022 to 135 in 2023.
- Overall, pharmacy permit amendments for community pharmacies decreased in 2023, going from a total of 602 permit amendments in 2022 to 540 permit amendments in 2023. This was mostly led by a decrease in requests to change hours (which was pandemic driven). There was a significant increase in renovations. See Appendix A for a detailed breakdown of licensing and registration statistics, and member and pharmacy data.
- The College completed work throughout 2023 to align with the new provincial *Labour Mobility and Fair Registration Practices Act* which included a review of internal process, documents and our website.
- As the Ministry builds out its new Labour Mobility and Fair Registration Practices Office, we anticipate further work and reporting expectations of the College beginning in 2024.

Competency Assurance Program Highlights:

- 2023 saw the staffing build out for the competency assurance team, including two Competency and Quality Assurance Facilitators and a professional administrative assistant shared with Legal Affairs and the Policy and Legislation Unit.
- The competency assurance unit conducted significant member consultation and stakeholder engagement throughout 2023 on various strategic projects.
- Continued work on the development of an Intermittent Coaching for Practice Improvement Program.
- Collaborated with patient advisory groups for feedback regarding our Patient Reported Experience Measures (PREMs) pilot project.
- Collaborated with graduate students on the peer/non-peer feedback (hospital setting) and the PREMs pilot project (community practice).
- Audited 20 per cent of practising members Professional Development Logs (PDL) and based on the findings the PDL was revised and improved for the 2024/25 renewal year.
- Rebranded and launched a new Competency Assurance section on the website complete with

current requirements, the CAP framework, supporting Continuing Professional Development (CPD) and tools and information on intermittent coaching. The website also has a section for members to provide feedback.

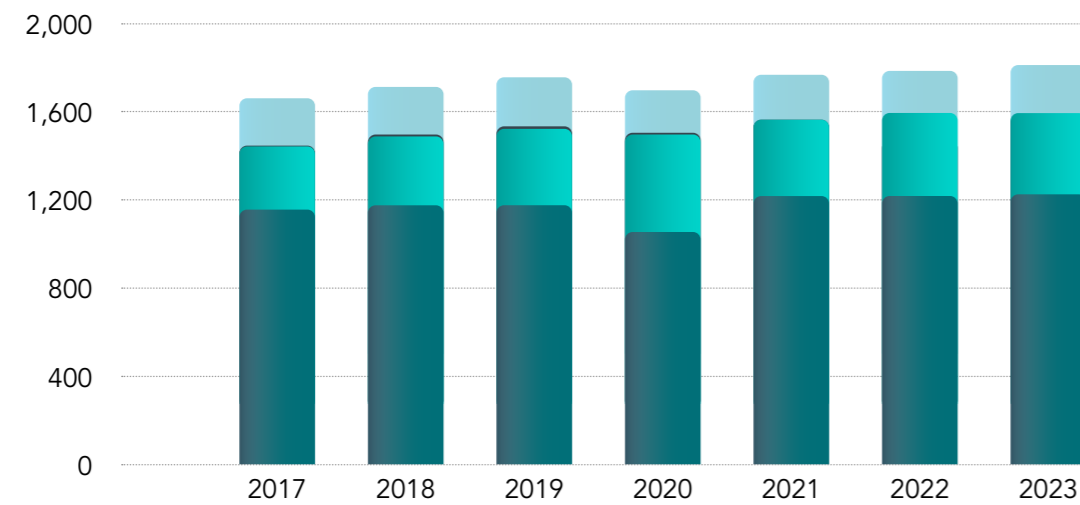
Field Operations and COMPASS Highlights:

- 2023 started a new cycle of inspections for pharmacies as every pharmacy in Saskatchewan had received a virtual Quality Improvement Review (QIR) by the end of 2022. The field officers completed 175 QIRs and 90 of those were virtual and 85 were in person.
- 11 pharmacy pre-opening inspections and 31 renovations were completed in 2023.
- 11 in-person inspections were completed as a result of Discipline Orders.
- At the request of the COMPASS Committee and Council, the COMPASS Continuous Quality Improvement Coordinator training was updated and launched in 2023.
- The Safety Attitudes Questionnaire (SAQ) was completed in 2023 to measure the safety culture of community pharmacies in Saskatchewan. The surveys are completed every second year with the first one occurring in 2018.
- Our MedSCIM data continues to show year over year improvement in the maturity of medication safety in Saskatchewan pharmacies.

CompEX – Compounding Highlights:

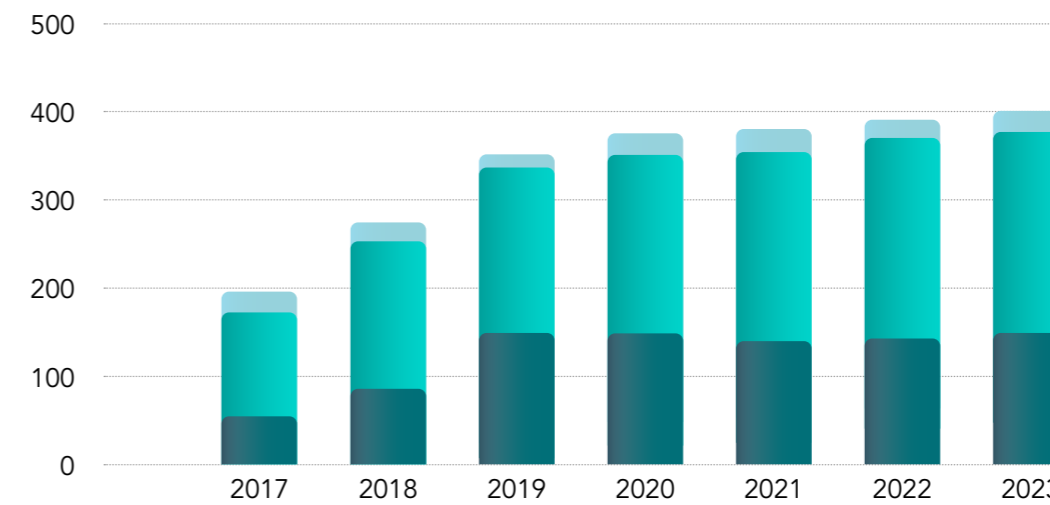
- The SCPP Compounding Inspector provided written reports at every Council meeting in 2023 to provide updates on the compliance with the National Association of Pharmacy Regulatory Authorities (NAPRA) Compounding Standards.
- Two CompEX editions of MicroSCOPE were published throughout 2023 to address common themes and questions with respect to the compounding standards.
- Sterile compounding services were suspended in three pharmacies in 2023 as they did not meet the compounding standards. One pharmacy resumed activities after meeting the standards, one permanently ceased operations, and one remains suspended from performing sterile compounding until they can meet the expected standards.

Practising Members – Pharmacists as of Dec. 31, 2023



Other	217	218	224	203	210	204	219
Conditional	6	9	12	7	0	0	0
Hospital	286	312	346	344	341	361	364
Community	1,154	1,174	1,174	1,151	1,220	1,222	1,227
Total	1,663	1,713	1,756	1,705	1,771	1,787	1,810

Practising Members – Pharmacy Technicians as of Dec. 31, 2023



Other	23	22	35	23	23	21	29
Hospital	117	167	194	205	216	228	233
Community	55	85	144	147	140	142	144
Total	195	274	373	375	379	391	406

Pharmacies as of Dec. 31, 2023



	2017	2018	2019	2020	2021	2022	2023
Dispensing Physician	7	6	6	6	5	4	2
Satellite	9	9	8	8	9	7	4
Community	351	366	370	390	400	413	420
Total	367	381	381	404	414	424	426



Policy and Legislation and Legal Highlights:

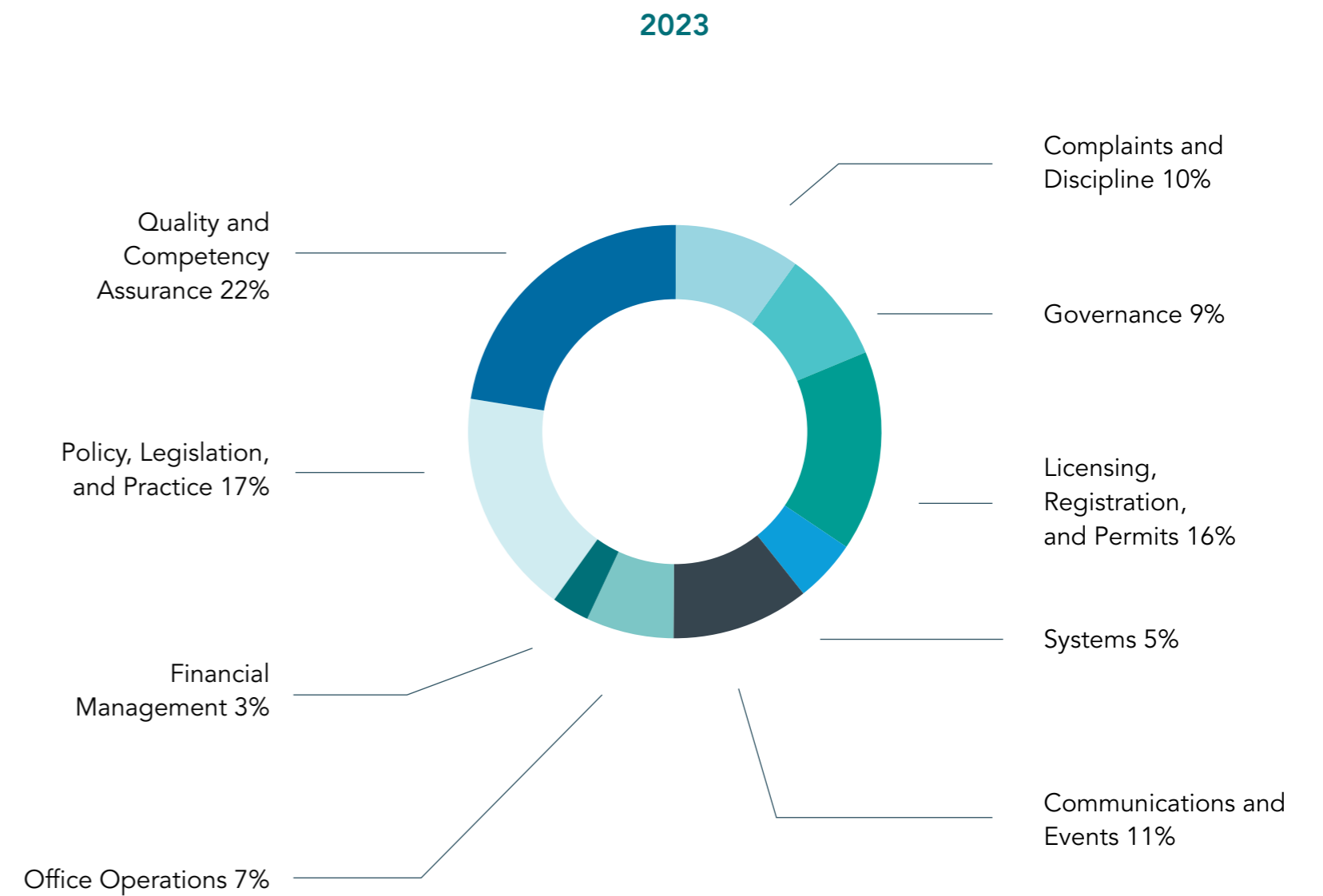
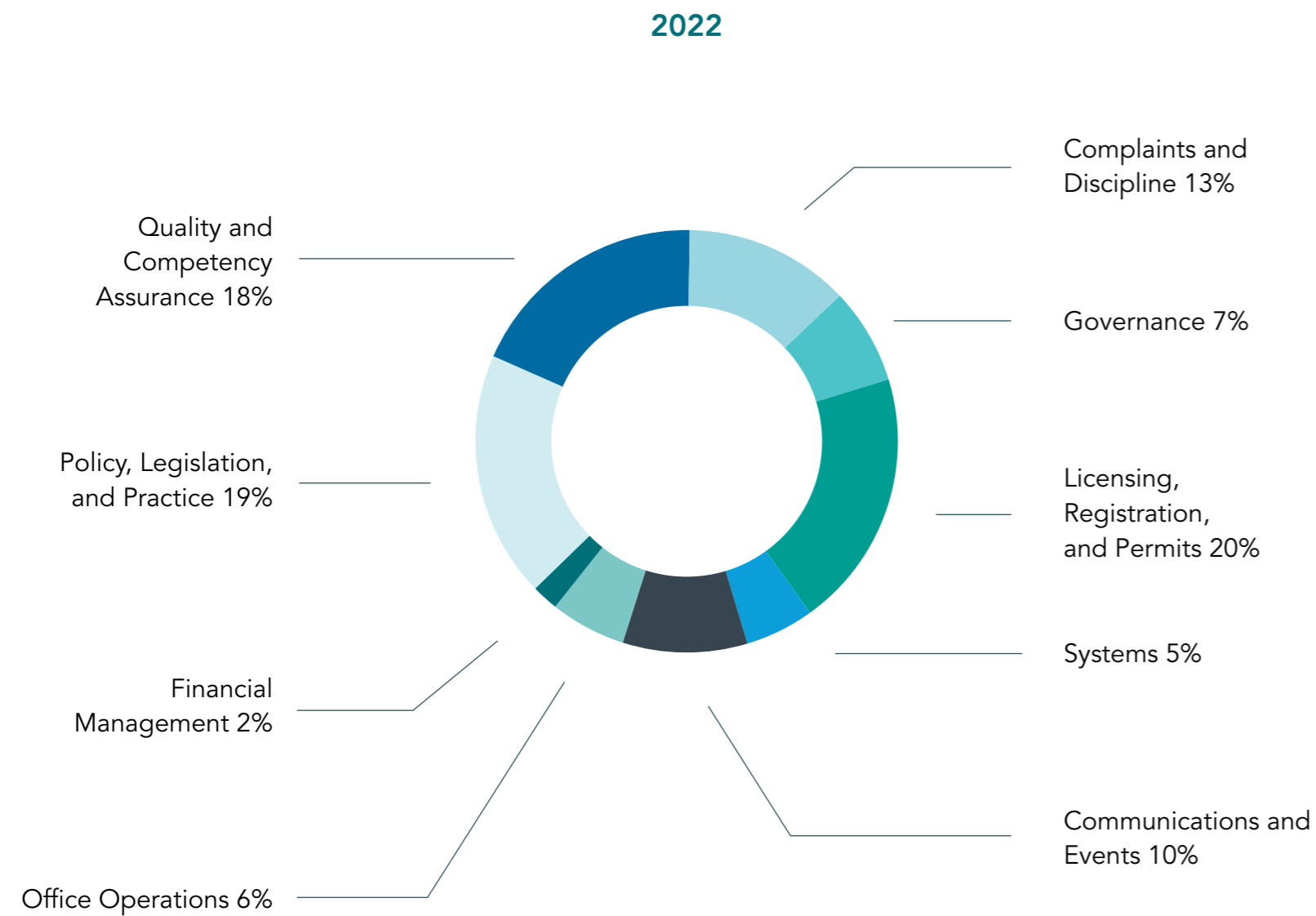
- The *Pharmacy and Pharmacy Disciplines Act* (the Act) was amended on May 15, 2023, to clarify the role of SCPP and strengthen and broaden the investigations, complaints, and disciplinary processes. The amendments also expanded SCPP's authority to revise Council's structure, to ensure optimal practices for governance are in place. Similar amendments were made to twenty-one other statutes with the goal of aligning legislation for all health regulators in Saskatchewan.
- The *Health Information Protection Act* (HIPA) and its Regulations were updated in the province in July, which resulted in a complete review of all SCPP privacy documents and the Privacy Officer course.
- The Saskatchewan government presented a draft umbrella legislation for all regulated health professionals in the province, which required significant time and resources to assess and provide feedback to address concerns.
- Level I Prescribing Authority policy documents and supporting tools were prepared to support the January 2024 launch of Level I Prescribing within Part K of the Regulatory Bylaws.
- The SCPPs licensing and registration bylaws were reviewed and modernized to be compliant with the new *Labour Mobility and Fair Registration Practices Act*.
- The Human Resources and Governance Committee completed an extensive review of the Administrative Bylaws to modernize Council governance.
- There were five amendments to the Administrative Bylaws throughout 2023.
- The team continues their progress to ensure reference manual documents are up-to-date. At year end, 69 per cent of our documents were updated compared to 31 per cent in 2019. The Council's strategic plan requires that 75 per cent of our documents are up-to-date by the end of 2024 and we are well on track to deliver this goal.

Complaints and Discipline Highlights:

- There was an increase in complaints files in 2023 as compared to 2022. There were 73 new formal complaints compared to 64 in 2022. The files continue to be complex and require a significant amount of legal and College resources.
- Members of the public submitted 65 of the 73 complaint files.
- The total number of allegations continues to trend downward with 204 in 2023 versus 212 in 2022 and 232 in 2021.
- The Complaints Committee held seven meetings throughout 2023 to ensure timely discussion and resolution of complaints.
- Four files were referred to an Alternative Dispute Resolution (ADR) process.
- Five files were referred to the Discipline Committee.
- Four Discipline hearings were held in 2023 and three are pending for early 2024.
- The Complaints staff investigated the results of the Drug Plan and Extended Benefits Branch (DPEBB) audit of pharmacists prescribing under the Section 56 Exemption for drugs under *The Controlled Drugs and Substances Act* (CDSA). Between April and June of 2023, there were 2,971 prescriptions for CDSA drugs continued by pharmacists. The DPEBB audit resulted in 31 discrepancies and after investigation only one file was prescribed outside of the scope and authority of the pharmacist.

Other Activities of the Registrar's Office

As part of the 2020-2024 strategic plan, staff responsibilities were defined within functional units to measure and ensure resources were appropriately aligned with priorities. The results below reflect 2022 and 2023, respectively.



Analysis Between 2022 and 2023

- Quality and Competency Assurance increased from 18 per cent to 22 per cent in 2023. This aligns with our strategic priorities as the regulator for pharmacy professionals in Saskatchewan, ensuring members are competent at entry to practice and have continued competency throughout their professional career.
- Policy, Legislation and Practice decreased slightly from 2022 to 2023 as one staff member was reallocated to provide overall support to the organization through our Legal Affairs Unit.
- Financial Management, Systems and Office Operations remained consistent over 2022.
- Complaints and Discipline decreased slightly over 2022 by two per cent. There were slightly less complaints in 2023, but their complexity continues to grow.
- Governance increased over 2022 with the addition of our Director of Legal Affairs and significant work on legislation and both regulatory and Administrative Bylaws. A draft umbrella legislation (*The Regulated Health Professions Act*) was presented for feedback in 2023 which required extensive feedback and consultation, updates to our licensing and registration bylaws to support the new *Labour Mobility and Fair Registration Practices Act*, supporting updates to *Health Information Protection Act* (HIPA) and its Regulations and working through recent updates to our legislation following the approval of Bill 120 in the spring (*The Miscellaneous Statutes (Health Professionals) Amendment Act, 2023*).
- Licensing, Registration, and Permits decreased slightly over 2022 as to be expected with flat membership numbers and a reduction in permit amendments.
- Communications and Events remained consistent between 2022 and 2023 with a slight increase due to onboarding and training in the second half of 2023.

Other Activities of the Registrar's Office Included:

- Published four regular editions of SCOPe in addition to one special edition with a focus on the updates to HIPA and its new Regulations. There were two editions of CompEX microSCOPe published throughout 2023.
- A new section of the website was added to increase transparency and improve engagement for our consultation processes. This will help to ensure we can reach members of the public and

other stakeholders who may wish to provide feedback or comment on changes to our legislation, bylaws, standards, and policy documents.

- Planned and successfully completed our 112th Annual General Meeting using a virtual platform.
- Partnered with the University of Saskatchewan and Saskatchewan Polytechnic to distribute funds from the Saskatchewan College of Pharmacist's Centennial Scholarship Fund (SCP CSF) to establish the Ray Joubert Memorial Award. 2023 saw the wind down and planned closure of the SCP CSF to ensure our priorities align with those of a regulator.
- Continued electronic data collection and submission to the Canadian Institute for Health Information (CIHI).
- Worked closely with CIHI and our database provider to implement new data collection requirements for the 2024/25 renewal year.
- Continued to electronically submit member and pharmacy data to the Provider Registry System (PRS) of the Saskatchewan Ministry of Health.
- Remained actively involved in the Pharmaceutical Information Program (PIP) Quality Improvement Project and continued quarterly meetings with eHealth and the Ministry of Health.
- Worked with eHealth and the Ministry of Health to update the prescribing categories in PIP to match the new prescribing bylaws.
- Continued to participate in collaborative initiatives with the Network of Interprofessional Regulatory Organizations (NIRO). NIRO consists of representatives from the governing bodies for all health professionals in Saskatchewan and meets twice per year to share information and discuss issues of mutual interest.
- Staff continued our strong relationship and liaison with the College of Pharmacy and Nutrition and Saskatchewan Polytechnic.
- We continue to deliver the law class to pharmacy students and provide guest lectures on several professional topics. We also sit on the Advisory Board of medSask and the USask Continuing Pharmacy Education (USask CPE).
- Continued to meet weekly and bi-weekly with stakeholders regarding expanded scope of practice for pharmacists throughout 2023.

- Successfully enacted and launched prescribing and immunization for Respiratory Syncytial Virus (RSV) in the fall and enacted pharmacists prescribing for influenza with community infection rates above five per cent.
- Collaborated with medSask, the Ministry and Council to update and modernize several minor ailments and added additional minor ailments to support the public.
- Continued to work with the funding partners of the Prescription Review Program (PRP) to discuss mutual issues and areas of concern.
- Provided administrative support to Council, the Human Resources and Governance, Audit and Finance Committees.
- Maintained membership on the provincial working group for Medical Assistance in Dying in Saskatchewan (MAID).
- Continued to sit on the Provider Advisory Committee for MySaskHealthRecord for Saskatchewan.
- Continued to work with NAPRA and Health Canada on initiatives such as Outsourced Drug Preparation and the modernization of federal regulations.
- Continued to meet monthly with the College of Physicians and Surgeons of Saskatchewan (CPSS) to discuss and collaborate on initiatives and areas of mutual interest.
- Actively involved as a Director of NAPRA and a member of NAPRA's Governance and Nominating Committee.

Conclusion

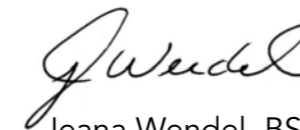
On behalf of all staff, I extend our sincere appreciation to President Tania Schroeder and members of Council and all committees and appointees for your vision, leadership, loyalty, and dedication to the public and the profession of pharmacy.

We sincerely appreciate the sacrifices you made to serve the College in yet another challenging year. Your contributions have been substantial, and we are honoured to work with such dedicated volunteers.

Sincere thanks to our many stakeholders for their cooperation, time and involvement on issues of mutual interest, and to the SCPP staff who worked so hard for us during the year – Simeon Areoye, Roberta Becker, David Chou, Darren Cranfield, Samantha Cunningham, Joanne Deibert, Shauna Gerwing, Kathleen Handford, Marlon Hector, Jennifer Koskie, Chantal Lambert, Maura Mahoney, Christina McPherson, Shayna Murray, Rhoda Olunwa, Leah Perrault, Lori Postnikoff, Nicole Pulvermacher, Mariano Ramirez, Natalie Rediger, Jeannette Sandiford, Kim Samoila, Tami Schwebius, Brittany Sharkey, Emily Thompson-Golding, Ingrid Wakefield, Melissa Weger, Steven Yakiwchuk, and Caroline Zareba – for your commitment, innovation, professionalism, resiliency, and dedication.

The College is fortunate to have such a highly functioning team of brilliant and talented staff.

Respectfully submitted,



Jeana Wendel, BSc., BSc. Pharm., MHA., CHE.
Registrar – Treasurer 2023

Strategic Plan Update

Now in its fourth year, progress on SSCP's strategic goals continued with the developments below.



To have functioning competency assurance and quality improvement programs.

- Completed 20 per cent verification and review of practising members PDL for the 2023/24 license renewal to obtain a baseline.
- Opened consultation for feedback on CE (Continuing Education), CPD, tools, and needs via the CAP section of the website.
- Established baseline for member comprehension of CPD to guide training and educational requirements.
- Consulted the Saskatchewan Health Authority (SHA) Patient and Family Partners on PREMs.



To empower pharmacy professionals to practice autonomously to deliver safe patient care.

- Due to other competing priorities and work on the draft *Regulated Health Professions Act*, objectives on this goal were paused for most of 2023.
- Consultations and collaboration continued to occur with other provincial regulatory bodies and our American colleagues.
- The shared information was added to our existing work on proprietor bylaws and pharmacy standards which will resume in 2024.



To align pharmacy regulation with modern pharmacy practice.

- Priority documents to support Part K of the Bylaws updated, published, and communicated to members.
- Reference manual documents reviewed and updated due to the updates to HIPA and its new Regulations.
- Time-delayed safes were implemented including a supporting policy document.
- A modernized conscientious objection policy was created, which replaced an outdated policy on refusal to provide pharmacy services.
- Significant work on expanded scope of practice for pharmacists, the launch of RSV for other diseases and updates and new minor ailments approved by Council.



To have enhanced transparency to stakeholders, supported by contemporary governance and management practices.

- The final objectives for this goal will be undertaken throughout 2024, which include modernization of the permit renewal platform and building out an interactive competency assurance reporting tool in the database. Further enhancements are expected for the 2025/26 member renewal cycle.
- Upgrades were completed to our current database in 2023 to support the modernization work in the future.

Deputy Registrar's Report

As Deputy Registrar

- Throughout 2023, continued to oversee the registration and licensing of members, the renewal of pharmacy permits, and granting of new permits.
- Managed inquiries and issues and concerns with current permits/proprietors and members.
- Continued to monitor the Appraisal and Assessment Program (AAP) for International Pharmacy Graduates (IPGs) and incorporate legislative requirements of *The Labour Mobility and Fair Registration Practices Act* (Bill 81).
- Managed Registrar reviews and decisions as well as Council appeals for membership by former extended interns and other applicants seeking licensure with SCPP.
- Assisted in the development and distribution of all communications.
- Coordinated the Jurisprudence Exam (JP) sittings for the University of Saskatchewan (U of S) College of Pharmacy and Nutrition 2023 graduates as one of the final steps towards licensure in Saskatchewan.
- Coordinated the review of the Jurisprudence Exam question rewrites following the analysis of stats on question performance with Meazure Learning's Psychometrician.
- Served on the Saskatchewan Polytechnic Pharmacy Technician Program Advisory Committee.
- Supported Registrar committees, which report to Council including:
 - The Licensing and Registration Policies Committee, which reviews matters pertaining to the registration and licensing of pharmacy professionals; and
 - The Fitness to Practice Committee, which receives referrals from the Complaints Committee as per Alternative Dispute Resolution requirements, regarding members who may have impairments that affect their ability to practice safely and competently. This committee did not meet in 2023.
- Collaborated with the team leads for Field Operations, Competency Assurance and Communications, as required.



By the Numbers

146
complaints
files processed

204
public complaints
processed


Continuous
Quality Improvement
(CQI) Meetings **401**


180
Quality
Improvement
Reviews (QIRs)


5,027
Medication Safety
Self Assessment

additional immunizers
administered Covid-19
& flu vaccinations **227**

4,930
incidents
reported

3.3%
harm
incidents

96.6%
incidents caught
before causing
any harm

2,354
Members


426
pharmacies
permitted


9
new policy
documents


79
updated policy
documents

Member and Pharmacy Relations

Membership with SCPP remained consistent in 2023.

Pharmacists - University of Saskatchewan (U of S) graduates continued as extended interns for one year or their successful completion of the PEBC qualifying examinations, whichever occurred first. The Regulatory Bylaws allow an extended intern to practise to their full scope under the direct supervision of a licensed pharmacist for 12 months post-graduation. SCPP registered 58 U of S College of Pharmacy and Nutrition Graduates, 33 Labour Mobility Applicants (Canadian Candidates) and nine International Pharmacy Graduates (IPGs).

Pharmacy Technicians - In 2023, SCPP registered 20 graduates of the Saskatchewan Polytechnic program, eight graduates from Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accredited pharmacy technician programs and one Labour Mobility Applicant (Canadian Candidates).

A total of 145 Jurisprudence Examinations were conducted: 33 Labour Mobility Applicants (Canadian Candidates) (pharmacists), 66 U of S College of Pharmacy and Nutrition graduates, eight International Pharmacy Graduates, 23 Saskatchewan Polytechnic Pharmacy Technician graduates, 14 Labour Mobility Applicants (Canadian Candidates) (pharmacy technicians) and CCAPP accredited Pharmacy Technician graduates and one as part of an order of the Discipline Committee.

Practising and non-practising applicants requesting licensure with SCPP are required to complete a Criminal Record Check (CRC), specifically an Enhanced Police Information Check (E-PIC) as per SCPP Regulatory Bylaws as of 2021. In 2023, a random audit required 10 per cent of members to complete a new CRC. The random audit will be ongoing each year.

In terms of training, Prescriptive Authority Level I training is a requirement of licensure for practising pharmacists, while Harm Reduction training is mandatory for all practising pharmacists and pharmacy technicians. Pharmacists who practise in a setting which can provide self-care services must complete Minor Ailments training. All U of S graduates complete this training prior to graduation.

A Ministerial Order under the *Public Health Act* (1994) authorized and extended authorizations for COVID-19 and influenza vaccination administration by non-traditional immunizers to March 31, 2024. This allowed SCPP to provide Advanced Method Student

Certification (AMSC) and Advanced Method Technician Certification (AMTC) for pharmacy students and pharmacy technicians to enable them to administer drugs by injection and other routes as this is not enabled within *The Pharmacy and Pharmacy Disciplines Act*. 142 pharmacy students and 85 pharmacy technicians were able to assist in administering COVID-19 and influenza vaccinations.

SCPP provided new pharmacy permits to 11 new pharmacies in 2023. A total of nine pharmacy permits were removed resulting from pharmacies closing or being suspended in 2023. 426 pharmacies were permitted as of December 31, 2023 (including four satellite pharmacies and two dispensing physicians).

There were 11 ownership changes, nine proprietor name changes, six trade name changes and 10 corporate share purchases, along with 135 pharmacy manager changes in 2023.

The College processed 98 lock and leave permit amendments and eight new lock and leave permits were issued in 2023.

In August 2022 SCPP notified members of Council's decision to implement a requirement for all pharmacies to have a time-delayed safe. The time-delayed safe policy was published October 2023.

In keeping with the deterrent aspect of the policy, SCPP requires pharmacies to display SCPP standardized signage that there is a time-delayed safe on the premises. Decals were sent to all pharmacies with their 2023-24 permit.

SCPP continued to provide information and resources to members and the public on the SCPP website and COVID specific information in the COVID tab. Information is made available that will impact a member's practice through newsletters, such as SCOPe, microSCOPe, [directions], and the ISMP SMART newsletter, as well as various member and or pharmacy manager memos. Important practice and regulatory changes are communicated through SCPP newsletters. SCPP continues to archive memos and important notices in the members only section of the website. Members may also access their email communications from the College via their member portal.

Competency Assurance

As the regulator for pharmacy professionals in Saskatchewan, SCPP has a legislative responsibility to protect the public interest and to ensure that pharmacy professionals are competent throughout their careers to provide the public with safe, quality, and ethical care.

The Competency Assurance (CA) unit has worked toward fulfilling SCPP's strategic plan's goal of having a functioning competency assurance program throughout 2023. To do this effectively, new staff were onboarded in June and July and joined the Director of Competency Assurance to form the CA Unit.

In January of 2023, SCPP Council approved a proposed "competency assurance program (CAP) framework in principle, for consultation. For most of the year, the CA unit worked toward the transition from member continuing education units (CEUs) to Continuing Professional Development (CPD) and building out the proposed framework.

Member consultation and stakeholder engagement

In 2023 the Competency Assurance unit sought feedback on proposed initiatives, programs, and tools from a variety of stakeholders, including members. Highlights included:

- Multiple meetings of the CAP Task Force.
- Established a Level II Prescribing Authority - Advanced Prescribing B Requirements Advisory Group, which provided feedback on entry and maintenance of competency requirements.
- New CAP webpages to enhance communication and allow members to provide feedback.
- Piloted the Patient-Reported Experience Measures (PREMs) survey with SHA's Patient and Family Partners, for feedback and question development ahead of piloting with community pharmacies in 2024.
- Preparation for the formation of a CAP Requirements Advisory Group planned for 2024.
- Consultation with pharmacy regulators across Canada and internationally.

Development of Intermittent Coaching for Practice Improvement

An Intermittent Coaching for Practice Improvement program is in the development stage. In 2023, the Competency Assurance unit:

- Collaborated with USask Continuing Pharmacy Education (USask CPE) staff in mapping education pathways and developing coaching plans.
- Collaborated with graduate students working on the pilot project for peer/non-peer (colleague) feedback in the hospital setting and the PREMs pilot project in community pharmacies.

Professional Development Log (PDL) / Learning Portfolio Review

One of the Competency Assurance unit's goals for 2023 included a baseline review of the current program, to better understand the transition of continuing education (CE) to CPD, to inform education and training, and to inform communication to members going forward.

For the 2023-2024 licensure renewal practising members were requested to upload their Professional Development Log (PDL), which is a summary of their learning portfolio, to the SCPP member profile. This was not a mandatory requirement for licensure. Encouragingly, approximately 88 per cent of practising members submitted one or more learning portfolio documents as requested.

The Competency Assurance unit randomly selected 385 (approximately 20 per cent of practising members) of the submissions for review. Highlights of reviewed PDLs included:

- Nearly all reviewed PDLs (95 per cent) contained at least 15 CEUs, meeting the program requirement.
- The number of learning activities recorded per member varied widely, ranging from zero to 52. On average, members documented nine learning activities.
- Documenting accredited CEUs was much more common than documenting unaccredited learning. Of those PDL submissions that were reviewed with at least 15 CEUs documented, 52 per cent (190/365) included only accredited activities, with 14 per cent (51/365) recording exactly 15 accredited CEUs.

- Most (88 per cent) included the mandatory Equity, Diversity, and Inclusion and Cultural Safety Module for 4 CEUs in their submission.
- The Community Pharmacy Manager Course provided 12.5 CEUs for 18 per cent of members reviewed, including 56 of 65 current community pharmacy managers and 15 members in other subclasses.
- The PDL template used for 2023/24 limited the staff's ability to determine the learning activity's relevance and application to practice. Of the information requested in the template, members often left at least one field incomplete. Some members mainly or entirely documented activities that may have been selected for convenience rather than relevance to practice, such as Pharmacist Letter/Technician Letter, workplace presentations, and conferences. Some members completed most of the requirements within a month of the renewal deadline, or even after the request for PDL submission.
- Members commonly submitted non-PDL documentation or used an alternative format to document the information included in a PDL (e.g., historical forms, forms from other colleges, handwritten charts). This increased difficulty in gathering required information, and that led to missing information.

Based on these findings, the Competency Assurance unit:

- Developed a section of the SCPP website, dedicated to the 2024/25 renewal year.
- Wrote and launched a portion of SCPP's website dedicated to the CAP information and updates including current requirements, revised PDL, tools, and education.
- Developed tools to support member CPD including a short, recorded video presentation introducing the CPD cycle, a guided CPD tool template, and a SMART goals guide to supplement the CPD tool.
- Developed a more streamlined process for members to upload their CPD documentation directly to their SCPP member profile.



Field Operations

Quality Improvement Reviews (QIRs)

With the implementation of the Community Pharmacy Professionals Advancing Safety in Saskatchewan (COMPASS) Continuous Quality Improvement Program in December 2017, a Quality Improvement Review (QIR) process was developed for practice reviews.

The review process is safety-focused and allows the field officers to coach and assist pharmacy staff in their quality improvement efforts to improve patient safety. The QIR process is intended to help achieve the desired culture of safety within Saskatchewan pharmacies.

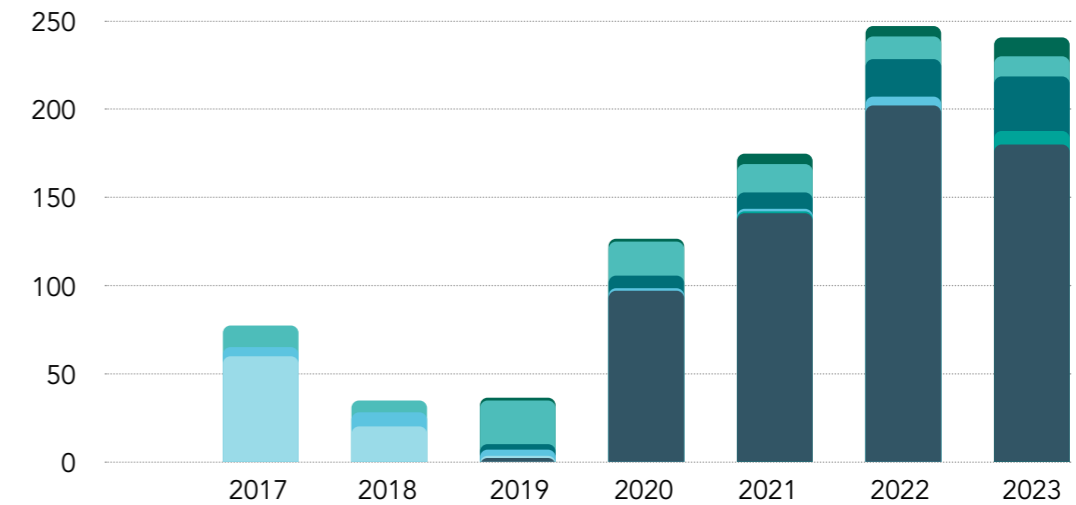
The review centers on safety activities within community pharmacies, including reviewing medication incident reporting for completeness and maturity by utilizing the Medication Safety Cultural Indicator Matrix (MedSCIM), reviewing the Medication Safety Self-Assessment (MSSA), and reviewing the Continuous Quality Improvement (CQI) plan.

Pharmacy practice is also reviewed during the QIRs, to ensure the pharmacy staff are practicing safely and according to federal, provincial, and SCPP requirements and standards.

The goals of the QIRs are:

- To assess and ensure all pharmacy staff are actively looking for ways to decrease incidents and ensure medication safety is continually reviewed and addressed.
- To provide information regarding safe medication practices.
- To communicate SCPP priorities and policies.
- To provide support to the pharmacy team to solve practice-related challenges.

The QIR process is initiated through the pharmacy manager completing a self-assessment. The QIR is then scheduled and completed, with a report provided at the end summarizing any recommendations and follow-up issues.



Quality Improvement Reviews (QIRs)	0	0	3	97	141	202	180
Professional Practice Review (PPR)	61	20	1	0	0	0	0
Lock and Leave Inspection (L&L)	0	0	0	0	1	0	8
Relocation Inspection (RLI)	4	8	3	1	1	5	0
Renovation Inspection (RNI)	0	0	3	8	9	22	31
Pre-Opening Inspection (POI)	12	6	24	19	16	12	11
Complaints Follow-Up Inspection (INV)	0	0	2	1	5	6	11

Virtual Pharmacy Visits

One of the ways that QIRs are being performed is virtually via Microsoft Teams. During the virtual visit, the field officer connects to the community pharmacy's computer to review safety-related tools. The field officer requests that the pharmacy manager or Quality Improvement (QI) Coordinator go to the Community Pharmacy Incident Reporting (CPhIR) website to assess the safety work completed.

The objective is to review the narrative of incidents to assist pharmacy staff in improving the completeness and maturity of their reporting and in doing so helping them better identify the root cause of the incidents. The MSSA graphics and CQI plan are also reviewed.

In addition to reviewing the safety-related tools, pharmacy practice issues such as prescribing, advanced method delivery, compliance to compounding standards, narcotic and controlled drug procedures, PIP privacy and accuracy, as well as specialty services policies, standards and procedures are all reviewed.

Once the review is complete, the pharmacy manager is provided with a PDF report of the review that includes recommendations for improvement and potential resources that can help the pharmacy staff with quality improvement efforts and ensure they are following all federal, provincial and SCPP legislative requirements.

On-site Pharmacy Visits

QIRs are also being completed via on-site visits. This allows the field officer to review some additional areas that are not feasible to complete during the virtual QIR or can only be seen in person.

During the on-site visits, a very similar procedure is followed as with the virtual visits. The focus of the in-person QIRs still centers on safety activities and how the field officer can assist the pharmacy team in ensuring the safest practice is occurring within the pharmacy.

As with virtual visits, once the QIR is complete, the pharmacy manager is provided a report with recommendations for improvement and potential resources that can assist the pharmacy staff with quality improvement efforts.

Quality Improvement Reviews (QIRs) Completed

During the period of January 1st – December 31st, 2023, there were 180 QIRs completed. There were 175 second round QIRs completed and 5 first round QIRs completed. Of the second round QIRs 90 were virtual (via Teams) and 85 were in-person. During the second round of QIRs, whether a pharmacy receives a virtual visit, or an on-site visit is determined using a risk-based approach. A QIR risk matrix was developed and implemented in 2023 to assist field officers with identifying situations where there may be a higher risk and a need for an in-person visit. The priorities for review are the same regardless of whether a QIR was completed virtually or in-person. The in-person visit allows for additional areas to be reviewed including pharmacy workflow, documentation, and the standards of practice. All pharmacies will receive an in-person visit at least once every three QIR cycles (six years). As per each QIR cycle, approximately 50 per cent of pharmacies received a QIR in 2023. Regular activities are summarized in the accompanying chart.

In-Person	Virtual
8 pre-opening inspections	3 pre-opening inspections
27 renovation inspections	4 renovation inspections
0 relocation inspections	0 relocation inspections

Other Inspections

Pre-opening, renovation, and relocation inspections are either completed in-person or virtually using Microsoft Teams. The majority of the 2023 inspections were completed in person with a few completed virtually.

Other Field Operations Activities

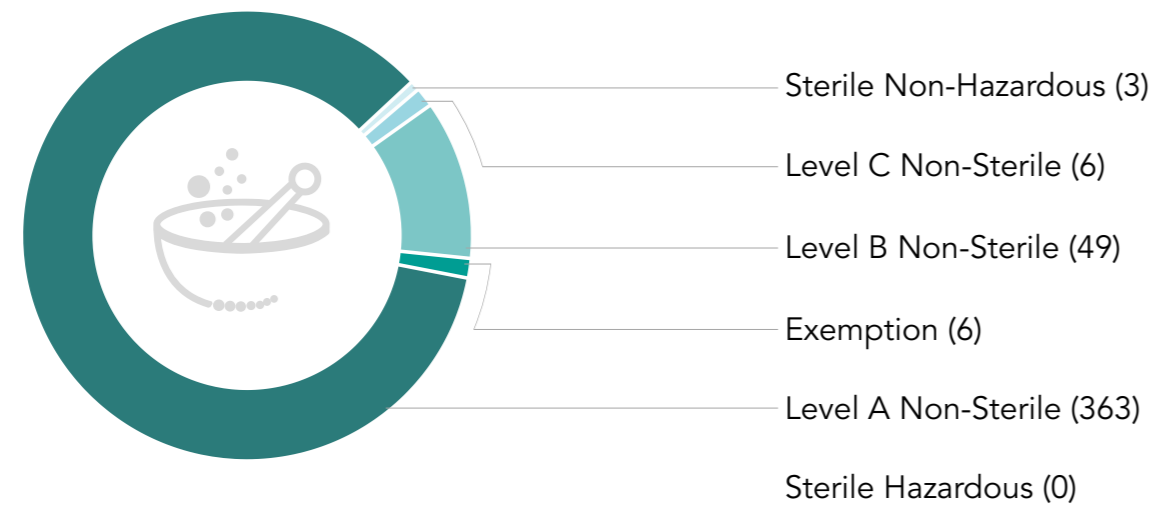
- Jeannette Sandiford, Assistant Registrar – Field Operations and Quality Assurance, sits on the Competency Assurance Working Group, provides leadership and support to the COMPASS Committee and supports Quality Assurance education in pharmacies by preparing the quality assurance newsletter, [directions], on a quarterly basis. She contributes to the SCPP newsletters SCOPE and microSCOPE. She also collaborates with counterparts in other provinces when appropriate, including the quarterly CQI/MIR Sharing Group meetings. Jeannette liaises with ISMP Canada on any issues or updates with the Community Pharmacy Incident Reporting (CPIR) program or Medication Safety Self-Assessment (MSSA) documents, as well as other issues.
- Brittany Sharkey, Certified Compounding Inspector – Field Officer, participated in two NAPRA Working Groups – Sterile Compounding and Non-Sterile Compounding. She continued to be involved in leading the work for the Compounding Excellence (CompEX) implementation and compliance of the NAPRA Compounding Standards. This work involved the publication of two CompEX editions of microSCOPE, providing an introductory lecture to the U of S PHAR124 class on the NAPRA Model Standards for Pharmacy Compounding of Non-Sterile Preparations and conducting facility compliance inspections of pharmacies providing Level B and Level C non-sterile compounding and non-hazardous sterile compounding.
- Jennifer Koskie, Field Officer, provided law lectures to the pharmacy students at the University of Saskatchewan and supported the review and preparation of SCPP JP exam questions. Jennifer is also the SCPP representative for the NAPRA Entry to Practice Competencies working group and participated in preparing articles for SCPP's newsletters throughout 2023.
- Steve Yakiwchuk, Field Officer, provided law lectures to the pharmacy students at the University of Saskatchewan and supported the review and preparation of SCPP JP exam questions. Steven took part in the Public Engagement Working Group and the NAPRA National Drug Schedules Modernization working group project. He also participated in preparing articles for SCPP's newsletters throughout 2023.



CompEx - Compounding Report

The SCPP Compounding Inspector provided reports at every Council meeting in 2023 to report on progress of compliance assessments and identified areas of concern for all permitted pharmacies.

Below is a breakdown of compounding services offered in permitted pharmacies at the end of 2023.



Overview of Compounding Services

Hazardous Sterile Compounding

- There are no community pharmacies providing these compounding services.

Non-Hazardous Sterile Compounding

- At the end of 2022 two pharmacies were required to cease these services until they met facility compliance. One pharmacy resumed sterile compounding operations in 2023, and the other has declared that they will not be pursuing compliance to continue providing sterile compounding services.

- In July an additional pharmacy was ordered to cease sterile compounding operations until compliance issues were rectified. Sterile compounding services remained ceased through 2023.
- Three pharmacies continued to provide sterile compounding services throughout 2023.

Level C Non-Sterile Compounding

- In October, one pharmacy was ordered to cease Level C non-sterile compounding operations until compliance issues were rectified.
- Six pharmacies continued to provide these compounding services throughout 2023.

Level B Non-Sterile Compounding

- 100 per cent of pharmacies had facility compliance reviewed.
- One pharmacy continued to work towards meeting facility compliance.

Level A Non-Sterile Compounding

- 100 per cent of pharmacies had facility compliance reviewed.

Exemptions

- Three dispensing physicians received exemptions from Council to not provide compounding services.
- Satellites have the option to not provide compounding services if the base pharmacy can support the compounding needs of the satellite, therefore three satellite pharmacies have been exempted from meeting compounding compliance.

The Compounding Inspector and Field Officers continue to review compounding standards and documentation requirements at every QIR.



Community Pharmacy Professionals
Advancing **Safety** in Saskatchewan

The Community Pharmacy Professionals Advancing Safety in Saskatchewan (COMPASS) Continuous Quality Improvement (CQI) program became mandatory in Saskatchewan community pharmacies on Dec. 1, 2017. Prior to this implementation date, a select number of Saskatchewan pharmacies were able to report medication incidents into the CPhIR system. Since June 2013, there have been about 46,078 medication incidents reported into the CPhIR system.

On average, 142 pharmacies are reporting each month.

Standardized Continuous Quality Improvement Tools for COMPASS

The standardized Continuous Quality Improvement tools used for COMPASS were developed by the Institute for Safe Medication Practices (ISMP) Canada. They include:

- CPhIR system (www.cphir.ca) for reporting medication errors and near misses (medication incidents).
- MSSA (Medication Safety Self-Assessment) tool (mssa@ismpcanada.ca) for proactively identifying any potential safety issues.
- CQI tool for both developing the agenda for CQI meetings and developing and monitoring the pharmacy improvement plan.

Each pharmacy was surcharged for the cost of subscribing to the ISMP resources to meet the CQI bylaw requirements. The surcharge also includes an administrative fee for the program.

Breakdown of Surcharge

CPhIR Subscription	\$ 340.00
Administration Fee	\$ 160.00
Total COMPASS Surcharge	\$ 500.00

Month	Incidents Reported	Users	MSSAs (started or completed since inception)	CQI Meetings
January	376	133	421	31
February	440	126	420	31
March	460	143	417	30
April	399	148	416	30
May	523	165	416	44
June	465	154	417	39
July	328	127	417	22
August	531	153	418	57
September	359	144	420	35
October	339	138	420	29
November	387	142	422	26
December	323	130	423	27
Total	4,930	1,703	5,027	401

Number of Participating Pharmacies

As of Dec. 31, 2023, there were a total of 426 community pharmacies that met the bylaw requirements for participation in COMPASS.

Training

Online training for the COMPASS program is currently available through USask Continuing Pharmacy Education (USask CPE). The training goal is to provide information on medication safety and on the online COMPASS tools for the Quality Improvement (QI) Coordinators to meet their regulatory obligations. There were 143 individuals that took the online training in 2023. This included 59 pharmacists, and one pharmacy technician. It is mandatory for the 2nd year PharmD students to take the COMPASS training, which there were 83 students this year. In addition, the COMPASS Continuous Quality Improvement Coordinator Supplementary Training was launched in October of 2023. Five pharmacists completed this online training course.

Communication

To ensure pharmacy staff members were well-informed about emerging trends, standards of practice and requirements of the COMPASS program, communications were provided throughout 2023, by email and via newsletter articles in SCOPE, SMART Medication Safety agendas and the [directions] newsletters.

To facilitate communication between SPP and the COMPASS pharmacies, the [directions] newsletter was developed in 2015. The newsletter is intended to provide pharmacies with information about using the COMPASS tools, relevant safety information, education opportunities around safety, other initiatives (e.g., Pharmaceutical Information Program's Quality Improvement Program (PIP QIP)), and any "good catches."

Four editions of the [directions] newsletter were published and distributed in 2023.

Pharmacy Safety Resources

To assist pharmacy staff with education for the COMPASS program, the COMPASS CQI Coordinator Training was updated, as well, COMPASS CQI Coordinator Supplementary Training was developed. The full COMPASS CQI Coordinator training provides updated information, including some additional training on other CQI tools. The creation of the COMPASS CQI Coordinator Supplementary training was developed in response to deficiencies and safety issues identified during the QIRs, such as CQI Plan development and monitoring and identifying MSSA Improvement Initiatives.

Resources revised on the COMPASS tab on the website include:

- Under Safety Resources
 - [COMPASS Quality Improvement Coordinator Manual](#)
- Under Newsletters
 - [National Incident Data Repository Safety Brief – SK](#)
 - [National Incident Data Repository for Community Pharmacies National Snapshot](#)

Statistics

Statistics for incident reporting in the CPhIR system from September 2013 (Phase I) until the end of December 2023:

Total number of incidents reported: 46,078. Total number of pharmacies that have entered at least one incident: 456.

The top five types of incidents:

- Incorrect dose/frequency: 10,626
- Incorrect drug: 7,997
- Incorrect quantity: 7,312

- Incorrect strength/concentration: 5,055
- Incorrect patient: 4,604

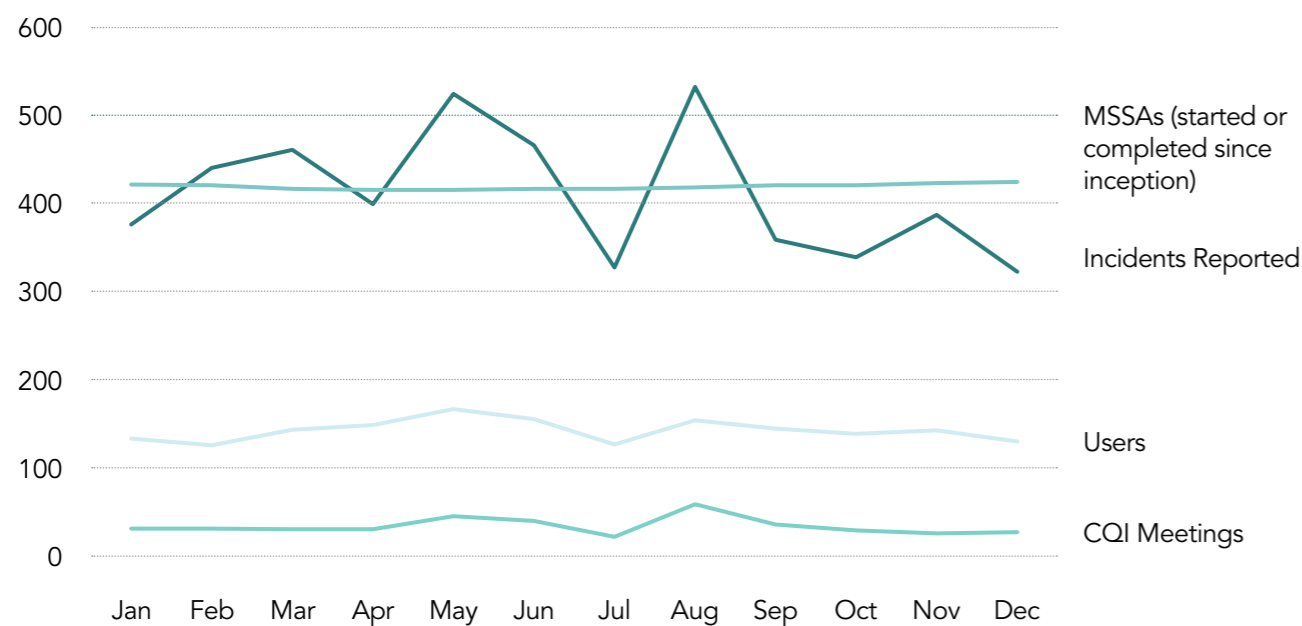
Outcomes of reported incidents:

- No error: 24,841
- No harm: 19,665
- Harm: 1,536

As of the end of 2023, the total number of pharmacies since Phase 1 that have started or completed their MSSA was 422. The total number of CQI meetings held during that time was 1,911.

COMPASS Statistics

Number of incidents, users, and COMPASS activities for 2023



QIRs are also being completed via on-site visits. This allows the field officer to review some additional areas that are not feasible to complete during the virtual QIR or can only be seen in person.

During the on-site visits, a very similar procedure is followed as with the virtual visits. The focus of the in-person QIRs still centers on safety activities and how the field officer can assist the pharmacy team in ensuring the safest practice is occurring within the pharmacy.

As with virtual visits, once the QIR is complete, the pharmacy manager is provided with a report with recommendations for improvement and potential resources that can assist the pharmacy staff with quality improvement efforts.

COMPASS Activities – 2023

The COMPASS Statistics chart shows that the number of pharmacies (users) submitting incidents has remained relatively steady over the year. On average there were 142 pharmacies reporting each month to the CPhIR program, this is a slight decrease from last year when the average was 150. The highest number of users were seen in May and June with 165 and 154 users respectively. The highest number of incidents reported was in August with 531. The second highest number of incidents reported was in May with 523. The lowest number of incidents reported was in December with 323. The lowest number of users was seen in February with 126.

The number of MSSAs completed or started has remained relatively steady over 2023. Increases or decreases in the number are due to either a pharmacy closure (decrease) or a pharmacy opening (increase). Most pharmacies have either completed their second or third MSSAs or are in the process of completing their MSSAs. Pharmacies are monitored through QIRs and the permit renewal process to ensure they are completing an MSSA every 2 years.

CQI meetings held each month remained relatively steady. The highest number of CQI meetings were held in August and May with 57 and 44 meetings respectively, the lowest number of meetings were held in July with 22.

Monitoring Effectiveness of COMPASS

COMPASS Committee

To monitor the effectiveness of the COMPASS program and identify areas for improvement, the COMPASS Committee was created in 2018. The Committee had two meetings in 2023, in June and November.

The committee is comprised primarily of Quality Improvement (QI) Coordinators, but also includes hospital representation, academia and an SCPP Councillor.

This year the committee dealt with issues related to the COMPASS Program including reviewing and approving the new COMPASS CQI Coordinator training and COMPASS CQI Coordinator Supplemental training and reviewing the results of the Safety Attitudes Questionnaire (SAQ) and providing recommendations based on the results.

Safety Attitudes Questionnaire (SAQ)

To measure improvement in the safety culture within all Saskatchewan pharmacies, a third Safety Attitudes Questionnaire (SAQ) was administered and overseen by ISMP Canada in March 2023. Pharmacists and pharmacy technicians were asked to participate. The final report highlighted positive views on safety culture from registered pharmacy professionals. Compared to the SAQ completed in 2021, there were two domains that increased slightly (Stress Recognition and Working Conditions), with the other domains remaining unchanged or slightly decreased. When the 2023 results are compared to the 2018 SAQ results there was improvement in all domains except Stress Recognition. The main challenges identified in this year's SAQ according to the lowest weighted item scores are similar to past questionnaires, which include inadequate staffing levels, issues with constructive conflict resolution, training of new personnel, and difficulties with pharmacy morale. However, pharmacy professionals generally agree that medication errors are appropriately handled, and respondents would feel safe and comfortable receiving services from their own pharmacies. The final report of this survey is available on the SCPP website for review.



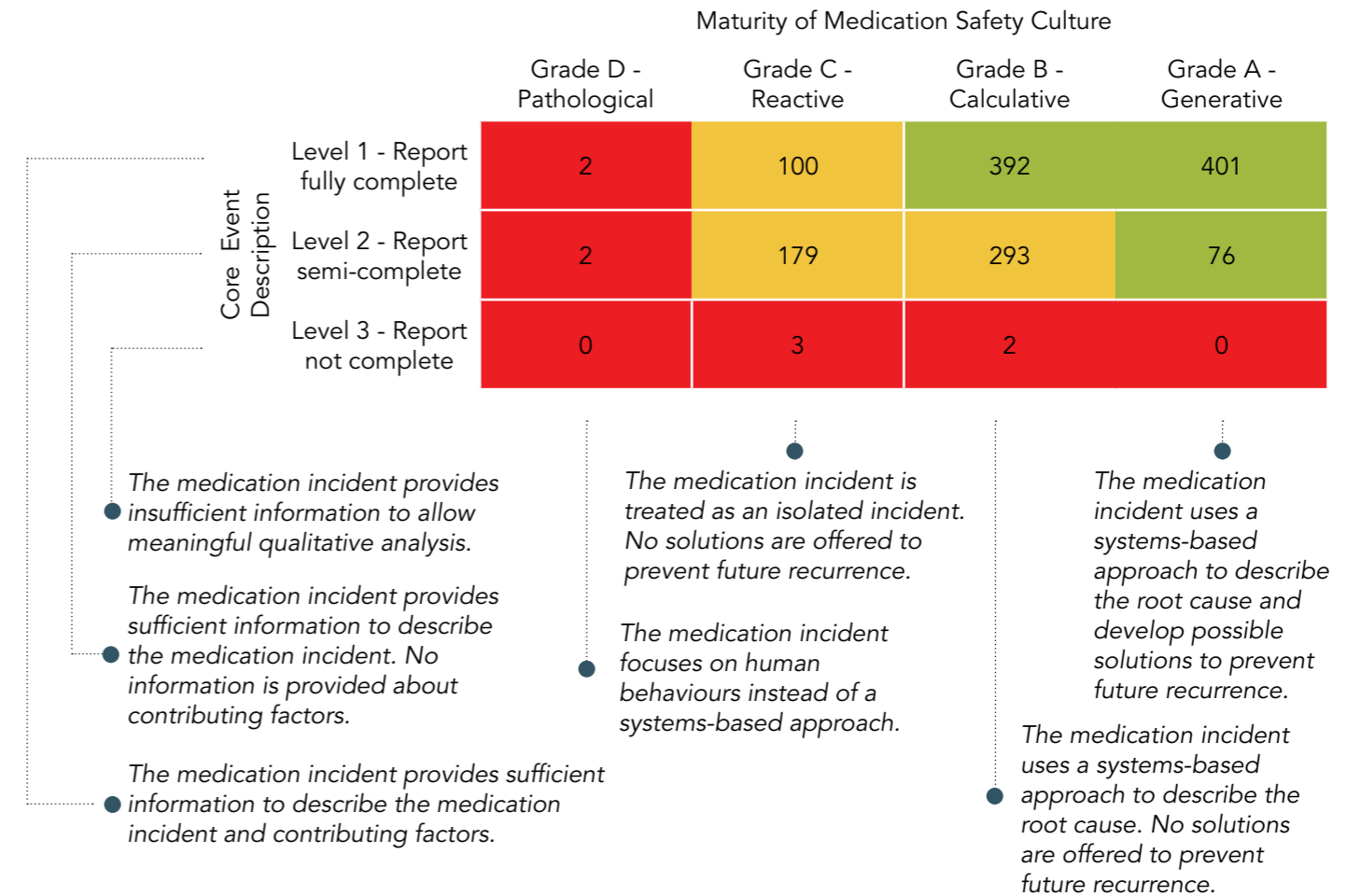
MedSCIM

The Medication Safety Cultural Indicator Matrix (MedSCIM) tool is one of the assessment tools that is used during the QIR process.

The MedSCIM tool measures the completeness of the medication incident reporting and the maturity of the safety culture within a pharmacy. A comparison of the MedSCIM results for 2022 and 2023 shows an improvement in both completeness of the report and the maturity of the safety culture within community pharmacies.

The MedSCIM charts show a significant shift in the percentage of incidents assessed in the red toward more incidents being assessed in the yellow and the green, from 2022 to 2023. This again indicates an improvement in the completeness of reporting and the maturity of culture of Saskatchewan pharmacies incident reporting and a move to an overall positive safety culture in pharmacies.

MedSCIM Results (Jan. 1, 2023 – Dec. 31, 2023)



Compare MedSCIM Results (Jan. 1, 2022 – Dec. 31, 2022)

Core Event Description	Level 1 - Report fully complete	31	85	140	194
	Level 2 - Report semi-complete	34	249	186	45
	Level 3 - Report not complete	2	36	7	0

Policy and Legislation Unit

The Policy and Legislation Unit provides bylaw and policy support to the College's vision, mission, mandate and goals using a risk management approach. In 2023, the Unit addressed strategic priorities to modernize pharmacy practices for prescribing and laboratory testing, while also supporting provincial health human resources initiatives and implementation of the new privacy regulations. The Unit also continues to address the [2019 Provincial Auditor Report](#) recommendations around opioid prescribing and dispensing practices. Following are the 2023 deliverables.

Regulatory Bylaws

- PRESCRIBING OF DRUGS (Part K) – Part K was overhauled. These amendments fully leverage the skills sets of pharmacists and enable advanced prescribing, within specified training, competency, and practice requirements that ensure public safety. These changes align with provincial health human resources initiatives and allow greater monitoring of prescribing and dispensing practices to reduce opioid misuse as called for in the [2019 Provincial Auditor Report](#).
- A review of the licensing and registration Regulatory Bylaw provisions was undertaken this year to ensure compliance with the *Labour Mobility and Fair Registration Practices Act* and to ensure transparency in SCPP's registration and licensing processes. New Regulatory Bylaws will be enacted in 2024.

Administrative Bylaws

Five amendments to SCPP's Administrative Bylaws include:

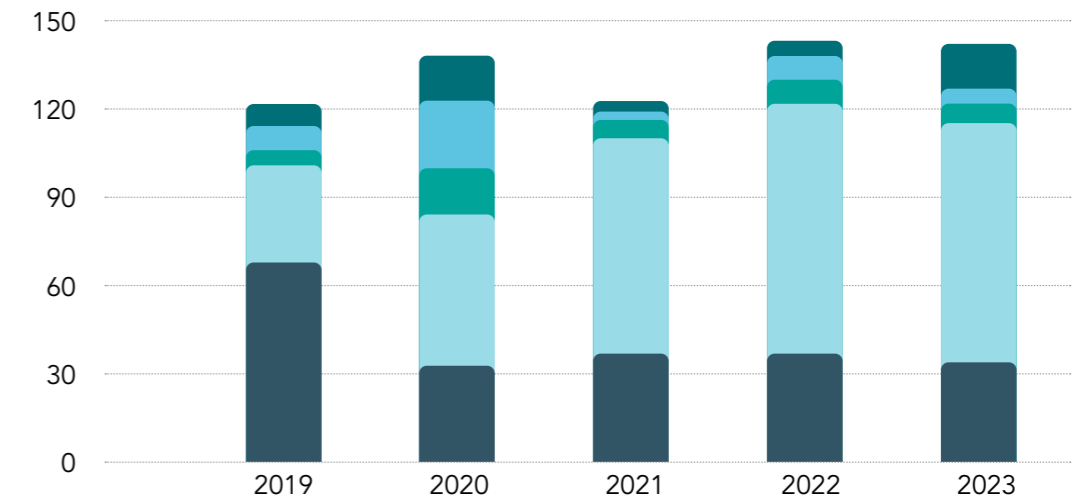
- COUNCIL (Part B) – Authorize public members to be designated as Honorary Treasurer (June).
- OFFICERS AND DUTIES OF OFFICERS AND COUNCIL (Part D) – Updated to reflect new banking signatories (June), new payment limits and signatory rules (September).
- ALLOWANCES AND FEES (Part F) – Updated the fee schedule and introduced a new transitional fee for interns converting to registered members. (January).



Reference Manual Documents

In support of best practices in professional regulation (e.g. see [Cayton recommendations](#)), the College ensures that all professional standards and guidelines may be found in one place. In 2023, the focus of the Reference Manual documents updates included the following:

- Five new **prescribing authority** policies were developed, and one was updated to support implementation of the new Part K Bylaws for Level 1 prescribing authority. The new prescribing authority regulatory framework was launched in December through a webinar and communication will continue through 2024. A new policy for Pharmacist Care Clinics was also developed to further align pharmacy regulation with modern pharmacy practice as prioritized in the SCPP Strategic Plan.
- As part of the overall commitment to address the [2019 Provincial Auditor Report](#) recommendations, three new policies were created and four were updated pertaining to **controlled substances and Prescription Review Program (PRP)**. The new time-delayed Safes policy calls for the mandatory storage of narcotics in pharmacies. Comprehensive guidance has been provided in a new document on the Prescription Review Program. And finally, a SCPP Forgery Reporting form has been created to collect information on the loss or theft of controlled substances to inform future actions.
- Recent amendments to **The Health Information Protection Regulations, 2023** have triggered the creation of a Trustee Checklist for the new HIPA Regulations and the review of all SCPP policies and guidance documents, including: accessing information in the Pharmaceutical Information Program (PIP) and electronic Health Record Viewer, record retention and destructions and disclosure of personal health information to third parties. Five documents have been updated and one new one has been created to support this work. This work will continue into 2024.



Removed	8	16	4	5	15
In Progress	8	23	13	7	5
New	5	17	6	8	9
Updated	33	50	73	85	79
Overdue	68	33	37	37	34

Progress for 2023:

The following progress has been made to ensure clear and up-to-date information is available to pharmacy professionals, pharmacy managers, proprietors, other stakeholders and the public:

- 15 documents were removed from the reference manual in 2023 (for a cumulative total of 48 since 2019). These were moved to more appropriate sections of the SCPP website (e.g., permits, registration and licensing), transitioned to medSask due to the clinical nature (i.e., pharmacist assessment records), or incorporated into existing reference documents.
- There are 127 Reference Manual documents (compared with baseline of 114 reference documents in 2019), of which 69 per cent are up-to-date, based on a 4-year refresh cycle (compared with a baseline of 31 per cent updated in 2019).
 - nine of these reference documents are new (cumulative total of 45 new documents since 2019),
 - seven documents have been updated multiple times (i.e. at least 12 times) throughout the year in response health system pressures or challenges, and
 - five documents are under review due to changes in provincial privacy regulations.

Key Areas of Pharmacy Practice Impacted:

- Emergency Measures and Exemptions – COVID-19- 71per cent (10/14) of the reference documents supporting emergency measures are up-to-date. These documents are updated regularly throughout the year to ensure that members have current information on SCPP emergency enactments along with federal and provincial initiatives. In 2023 these documents mainly addressed prescribing for other diseases approved by the Minister of Health including COVID-19 (Paxlovid) and RSV.
- Administration by Injection – 100 per cent or all six documents are up-to-date and continue to be used in support of the COVID-19 Immunization Delivery Plan and the Seasonal Influenza Immunization Program.
- Prescriptive Authority – 88 per cent (15/17) of reference documents are up-to-date, with four new ones created in support of the expanded prescribing authority recently approved in the bylaws.
- Laboratory Tests and Medical Devices – 100 per cent or all three documents for this scope of practice are up-to-date and have been used to support bylaw revisions expanding what is allowed under this scope of practice.
- Dispensing – 28 per cent (4/14) reference documents are up-to-date.
- Compounding – 100 per cent or all five NAPRA pharmacy compounding standards remain up-to-date.
- Controlled Substances and Prescription Review Program (PRP) – 67 per cent (10/15) of the reference documents are up-to-date. In 2023, two new policies were created (Time-Delayed Safes for the mandatory storage of narcotics and controlled drugs, and comprehensive guidance on the Prescription Review Program). Other documents in this area focused on reporting loss or theft of controlled substances as well as an updated SCPP Forgery Reporting form. These are part of the SCPP's overall response to the [2019 Provincial Auditor Report](#) and recommendations to address the opioid crisis.
- Scope and Standards of Practice/Code of Ethics – 80 per cent (12/15) of the reference documents are up-to-date. In 2023 revisions were made to modernize the conscientious objection policy as it pertains to service delivery as well as the patient assessment document in support of the expanded prescribing authority for pharmacists.
- Pharmacy Operations – 47per cent (8/17) of reference documents are up-to-date. In 2023, one new policy was developed outlining requirements for new Pharmacist Care Clinics in support of new pharmacy practice models.
- Registration and Licensing – 100 per cent or all two reference documents are up-to-date.
- Documentation, Record Retention and Communication – 80 per cent (4/5) of reference documents are up-to-date. Three documents in this category were updated in 2023 in response to the amendments to provincial privacy regulations.
- Privacy and Consent - 71per cent (10/14) of the reference documents are up-to-date, to ensure that pharmacy professionals have current information on the impact of privacy legislation on pharmacy practice. Recent amendments to provincial privacy regulations have triggered a need to review the guidance in this area.

Complaints and Discipline Committees

The Complaints Committee operates as a Committee of the College pursuant to *The Pharmacy and Pharmacy Disciplines Act* and derives its authority through legislation, including section 28 of the Act:

Investigation

28. (1) *If the complaints committee is requested by the council to consider a complaint or is in receipt of a written complaint alleging that a member is guilty of professional misconduct or professional incompetence, or that a proprietor is guilty of proprietary misconduct, the committee shall review and investigate the complaint.*
- (2) *In investigating the complaint, the complaints committee may take any steps authorized by section 29.*
- (3) *On completion of its investigation, the complaints committee may do one or more of the following:*
- (a) *make a written report to the discipline committee recommending that the discipline committee hear and determine the formal complaint set out in the written report;*
 - (b) *make a written report to the discipline committee recommending that no further action be taken with respect to the matter under investigation;*
 - (c) *refer the complaint to mediation, if the complaints committee decides that the complaint is of concern only to the complainant and the investigated member or proprietor, both of whom agree to mediation;*
 - (d) *require the investigated member or proprietor to appear before the complaints committee, or a panel of the committee, to be cautioned;*
 - (e) *require the investigated member or proprietor to complete a specified continuing education or remediation program;*
 - (f) *accept the voluntary surrender of the registration, licence or permit of the investigated member or proprietor;*
 - (g) *accept an undertaking from the investigated member or proprietor that provides for one or more of the following:*
 - (i) *assessment of the capacity or fitness of the investigated member or proprietor to practise in the profession;*
 - (ii) *counselling or treatment of the investigated member or proprietor;*
 - (iii) *monitoring or supervision of the practice of the investigated member or proprietor;*
 - (iv) *completion by the investigated member or proprietor of a specified course of studies by way of remedial training;*
 - (v) *placing conditions on the investigated member's or proprietor's right to practise in the profession;*
 - (h) *take any other action that the complaints committee considers appropriate that is not inconsistent with or contrary to this Act or the bylaws.*
- (4) *The formal complaint set out in a written report made pursuant to clause (3) (a) may relate to any matter disclosed in the complaint received pursuant to subsection (1) or the investigation conducted pursuant to subsection (2).*
- (5) *A report signed by a majority of the complaints committee is the decision of that committee.*
- (6) *A copy of a written report made pursuant to clause (3)(b) recommending that no further action be taken shall be provided by the registrar to:*
- (a) *the council;*
 - (b) *the complainant, if any; and*
 - (c) *the member or proprietor whose conduct is the subject of the complaint mentioned in subsection (1).*

Complaints Committee Activities

In 2023, the Complaints Committee met on seven occasions to review files.

The Committee, upon review of the file, will motion one of the following:

- close the file with no further action
- close the file and request that the member send a letter of apology and/or a letter of explanation to the complainant(s)
- close the file with a letter of caution to the member/pharmacy which is retained in the member’s or pharmacy’s file
- refer the file to an Alternative Dispute Resolution (ADR) Process
- refer the file to the Fitness to Practise Committee
- refer the file to a Discipline Hearing

Disposition of files heard by the Complaints Committee during the year were as follows:

Reviewed 14 files from 2022, closing 8 files:

- 3 files were closed with no further action
- 4 files closed with an apology
- 1 file closed with a letter of explanation
- 2 files were referred to ADR
- 3 files were referred to the Discipline Committee
- 1 file remains open for investigation

Reviewed 65 files from 2023, closing 57 files:

- 24 files closed with no further action
- 18 files closed with an apology
- 6 files closed with a letter of explanation
- 9 files closed with cautionary letters to the member(s)/pharmacy

- 2 files were referred to ADR
- 2 files were referred to the Discipline Committee
- 3 files were withdrawn by the complainant
- 1 file remains open for investigation

Of the 73 files received in 2023, 8 files were initiated by SCPP while 65 files were submitted by members of the public.

2023 Q1 Audit of Section 56 Exemption Pharmacist Prescribing

In August 2023, the College was provided with results of an audit of pharmacist prescribing for Controlled Drugs and Substances Act (CDSA) medications from the Drug Plan and Extended Benefits Branch (DPEBB). The information provided from the DPEBB included the following:

Table 1: Number of Prescription by pharmacists

	# of prescription written by a pharmacist	# of Pharmacist Prescribing
April 2023	930	368
May 2023	1,022	382
June 2023	1,019	377

There were a few discrepancies identified by the DPEBB in 4 different categories:

- 1) No previous RX on file: 9 claims
- 2) Pharmacist Prescribed > 3 months: 6 instances
- 3) Prescriptive Authority - Dosage Form Adjustment/ Emergency Supply: 8 claims
- 4) Potential Change from Previous Dose or Directions: 8 instances

The SCPP Complaints team followed up with all discrepancies identified by the DPEBB. Of all the discrepancies reviewed, only one instance fell outside of the scope of pharmacists prescribing CDSA medications under the Section 56 Exemption.

Type of Complaint by Allegation	2017	2018	2019	2020	2021	2022	2023
Advertising	2	1	1	0	0	5	1
Alcohol/Drug Abuse	2	1	1	1	1	4	1
Communication/Unprofessional Behavior	30	23	25	17	54	51	33
Medication Errors	17	14	22	10	15	19	30
Record Keeping	1	5	1	1	6	12	8
Bylaws/Standards/Guideline/Ethical Infractions	9	16	6	16	40	35	50
Prescription Transfers	0	0	2	2	12	3	4
Billing Irregularities/Overcharging	1	11	9	1	8	5	3
Inappropriate Product Selection	0	1	0	0	0	0	0
Unsupervised Assistant	0	1	0	0	2	2	0
Prescription Short Fills	2	1	1	1	3	2	0
Pharmacist Not on Duty	0	3	0	3	2	1	0
Dispensing Without Authority	2	3	1	4	7	4	1
Breach of Confidentiality/Privacy	7	3	6	5	11	6	9
Adverse Drug Reaction (otc)	0	3	0	2	3	3	0
Refusal to Fill	3	3	1	2	11	7	5
Patient's Right to Choose Pharmacy	0	1	2	1	8	3	2
Privacy/Pharmacy Assistant	0	0	1	1	1	1	0
Miscellaneous/Other	29	5	24	22	27	35	43
Proprietary	0	8	0	5	10	7	7
Injection	0	5	1	3	11	7	7
Total	105	108	104	97	232	212	204

Note: One complaint may have more than one type of allegation.

Discipline Hearings

- Two files referred to a Discipline Hearing in 2021 were heard in 2023.
- Two files referred to a Discipline Hearing in 2022 were heard in 2023.
- There are three files remaining to have a Discipline Hearing in 2024.

More information regarding discipline decisions and orders can be found on the SCPP website under Complaints and Discipline, the CanLII website at <https://www.canlii.org/en/sk/skcppdc/>, and summaries published in the SCOPe newsletter.

The Committee wishes to thank all members who received correspondence throughout 2023 for your cooperation in responding to the Committee.

Saskatchewan College of Pharmacy Professionals

SCPP Council 2023-2024

7(1) The council shall manage, govern, and regulate the affairs and business of the college

from The Pharmacy and Pharmacy Disciplines Act



Tania Schroeder
President



Amy Wiebe
Past President



Scott Livingstone
President-Elect
Urban Pharmacist



Karen Efthimiou
Honorary Treasurer
Public Member



Marty Antaya
Rural/Remote Pharmacist



Kelsey Dumont
Hospital Pharmacist



Sarah Kozusko
Urban Pharmacist



Tracey Martens
Hospital Pharmacy Technician



Shauna Nowakowski
Community Pharmacy Technician



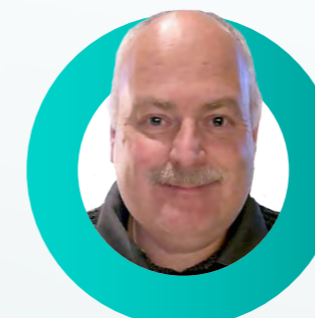
Dr. Jane Alcorn
Ex-Officio



Charity Evans
Designate Ex-Officio



Bonny Caven
Public Member



Michael Lummerding
Public Member



Ron Colin
Public Member



Emily Galey
Observer-U of S Senior Stick

Committees

Finance, Audit and Risk

Scott Livingstone, Chair, President-Elect
 Tania Schroeder, President
 Amy Wiebe, Past President
 Karen Efthimiou, Honorary Treasurer/Public Member
 Bonnie Caven, Public Member
 Jeana Wendel (SCPP), Registrar-Treasurer
 Darren Cranfield (SCPP), Director of Corporate Services/CFO
 Ingrid Wakefield (SCPP), Admin. Support

COMPASS

Bevin Akister, Voting Member
 Darshan Brahmhatt, Voting Member
 Ian Fleck, Voting Member
 Lori Friesen, Voting Member
 Matthew Lyons, Voting Member
 Sue Mack-Klinger, Voting Member
 Shauna Nowakowski, Voting Member
 Stephanie Scott, Voting Member
 Jeannette Sandiford (SCPP – COMPASS Lead), Advisory Member
 Emily Thompson-Golding (SCPP), Admin. Support

Competency Assurance Program Task Force

Shauna Gerwing (SCPP), Chair
 Mina Gobran, Voting Member
 Danielle Larocque (USask CPE), Voting Member
 Blair Seifert, Voting Member
 Dawn Rietdijk, Voting Member
 Maria Sherring, Voting Member
 Yvonne Shevchuk (USask), Voting Member
 Erin Yakiwchuk, Voting Member
 Samantha Cunningham (SCPP), Advisory Member
 Leah Perrault (SCPP), Advisory Member
 Lori Postnikoff (SCPP), Advisory Member
 Jeannette Sandiford (SCPP), Advisory Member
 Christina McPherson (SCPP), Admin. Support
 Nicole Pulvermacher (SCPP), Admin. Support

Complaints

Michael Hewitt, Chair
 Lori Friesen, Voting Member
 Bill Gerla, Voting Member
 Ian Rea, (Public Member), Voting Member
 Erin Cardwell, Voting Member

Leah Perrault, Voting Member (up to June 2023)
 April Wesling, Voting Member
 Marilyn Younghans, Voting Member
 Michaela Selinger, Voting Member
 Dhvani Thakkar, Voting Member
 Chantal Lambert (SCPP), Advisory Member
 Tami Schwebius (SCPP), Admin. Support
 Joanne Deibert (SCPP), Admin. Support

Discipline

Mike Davis, Chair
 Cailee Bell, Voting Member
 Cameron Bird, Voting Member
 Lyndsay Brakstad, Voting Member
 Bonnie Caven (Public Member), Voting Member
 Danielle Guy, Voting Member
 Justin Kosar, Voting Member
 Cheryl Lalonde, Voting Member
 Michael Lummerding (Public Member), Voting Member
 Eric Pederson, Voting Member
 Leanne Wong, voting Member
 Jeana Wendel (SCPP), Advisory Member
 Tami Schwebius (SCPP), Admin. Support
 Ingrid Wakefield (SCPP), Admin. Support

Fitness to Practise

Melanie McLeod, Chair
 Shannan Neubauer, Voting Member
 Caitlin Peterman, Voting Member
 Robin Sander, Voting Member
 Cara Sogz, Voting Member
 Kelly Vinge, Voting Member
 Lori Postnikoff (SCPP), Advisory Member
 Christina McPherson (SCPP), Admin. Support

Human Resources and Governance

Amy Wiebe, Chair, Past President
 Tania Schroeder, President
 Scott Livingstone, President-Elect
 Lyndsay Brakstad, Practising Member
 Stephanie Scott, Former President, Practising Member
 Bonnie Caven, Public Member
 Jeana Wendel (SCPP), Registrar
 Ingrid Wakefield (SCPP), Admin. Support

Professional Practice

Sarah Kozusko (SCPP Council Appointee), Chair
 Nicole Bootsman, Voting Member
 Kelly Kizlyk (medSask), Voting Member
 Tamara Lange, Voting Member
 Sue Mack-Klinger (Sask. Polytech), Voting Member
 Lindsey McComas, Voting Member
 Colleen Thurber, Voting Member
 Kathleen Handford (SCPP), Advisory Member
 Christina McPherson (SCPP), Admin. Support

Registration and Licensing Policies

Maitrik Patel, Chair
 Ginger Beal, Voting Member
 Amanda Deis, Voting Member
 Danielle Larocque, Voting Member
 Andrea Lockwood, Voting Member
 Dhvani Thakkar, Voting Member (retired October 2023)
 Lori Postnikoff (SCPP), Advisory Member
 Christina McPherson (SCPP), Admin. Support

Appointees

Rod Amaya, University of Saskatchewan Senate
 Zack Dumont, University of Regina Senate
 Danielle Larocque, Canadian Council on Continuing Education in Pharmacy (CCCEP)
 Suzanne Len, Pharmacy Examining Board of Canada (PEBC)
 Jeana Wendel, Director, National Association of Pharmacy Regulatory Authorities (NAPRA)

Staff

Executive

Jeana Wendel, Registrar
Lori Postnikoff, Deputy Registrar

Executive Assistance

Ingrid Wakefield, Executive Assistant to the Registrar
Christina McPherson, Administrative Assistant to the Deputy Registrar

Communications

Marlon Hector, Communications Officer
Rhoda Olunwa, Communications Officer (joined Oct. 30, 2023)

Competency Assurance

Shauna Gerwing, Director of Competency Assurance
Samantha Cunningham, Competency and Quality Assurance Facilitator (joined June 1, 2023)
Leah Perrault, Competency and Quality Assurance Facilitator (joined July 17, 2023)
Nicole Pulvermacher, Administrative Assistant – Competency Assurance, Policy and Legislation, and Legal Affairs (joined June 5, 2023)

Complaints and Discipline

Chantal Lambert, Assistant Registrar – Complaints Director
Joanne Deibert, Complaints Investigator
Tami Schwebius, Complaints Manager

Corporate Services

Darren Cranfield, Director of Corporate Services – Chief Financial Officer (joined May 29, 2023)
Simeon Areoye, Administration and Office Operations Coordinator
Mariano Ramirez, Manager, Database and Systems (joined March 6, 2023)

Field Operations, Professional Practice, Quality Assurance, COMPASS

Jeannette Sandiford, Assistant Registrar – Field Operations and Quality Assurance
Jennifer Koskie, Field Officer
Brittany Sharkey, Certified Compounding Inspector – Field Officer
Emily Thompson-Golding, Administrative Coordinator for Field Operations and Quality Assurance
Steven Yakiwchuk, Field Officer

Policy and Legislation

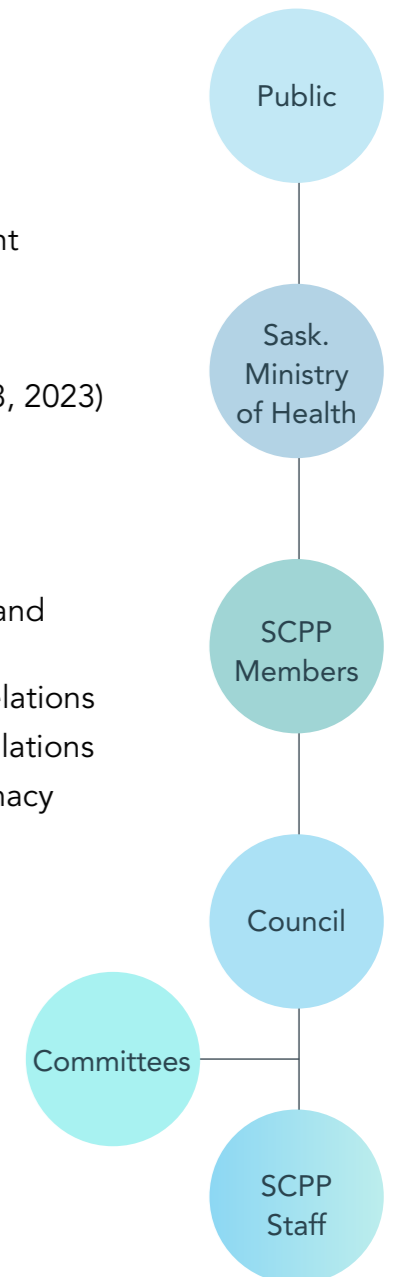
Kathleen Handford, Director of Policy and Legislation
David Chou, Pharmacy Policy and Practice Consultant
Natalie Rediger, Pharmacy Policy and Practice Consultant

Legal Affairs

Maura Mahoney, Director of Legal Affairs (joined May 23, 2023)
Kim Samoila, Legislative and Regulatory Consultant

Registration, Licensing, Permits

Roberta Becker, Registration Administrator – Pharmacy and Member Relations
Shayna Murray, Registration Administrator – Member Relations
Melissa Weger, Registration Administrator – Member Relations
Caroline Zareba, Manager, Pharmacy Permits and Pharmacy Relations



Minutes of the 112th AGM

1. SCPP Council Introduction – Amy Wiebe at 11:00am

President Wiebe called the meeting to order and welcomed those members present to the 112th Annual General Meeting of the Saskatchewan College of Pharmacy Professionals (SCPP).

Officers: President, Amy Wiebe; President Elect-Rural/Remote Pharmacist, Tania Schroeder; Past-President, Rod Amaya; Honorary Treasurer/Urban Pharmacist, Scott Livingstone

Councillors: Hospital Pharmacist, Kelsey Dumont; Rural/Remote Pharmacist, Roxanne Bagnall; Urban Pharmacist, Sarah Kozusko; Hospital Pharmacy Technician, Tracy Martens; Community Pharmacy Technician, Shauna Nowakowski

Ex-Officio: Dean Dr. Jane Alcorn

Designate Ex-Officio: Dr. Charity Evans

Public Reps: Michael Lummerding; Bonnie Caven; Karen Efthimiou

Senior Stick: Meagan Kielo

2. Adoption of the 111th Annual General Meeting Minutes – Amy Wiebe

President Wiebe announced an amendment to the 111th AGM Minutes that had already been circulated:

6.0 Memorial to Deceased Members – Rod Amaya

Chairman Amaya requested 30 seconds of silent tribute for the members lost.

MOTION: T. Martens/S. Nowakowski CARRIED

That the Minutes of the 111th Annual General Meeting of Saskatchewan College of Pharmacy Professionals, held on Friday, June 17, 2022, via Webex, be adopted as printed in the 2022 Annual Report.

Opposed: 0



3. SCPP Council Elections – Amy Wiebe

The newly appointed member to Council is Martin Antaya– Rural/Remote Pharmacist (3-year term).

4. SCPP Council Elections – Amy Wiebe

Other Officials – Amy Wiebe

Appointee to:

Canadian Council on Continuing Education in Pharmacy: Danielle Larocque

National Association of Pharmacy Regulatory Authorities: Jeana Wendel

Pharmacy Examining Board of Canada: Suzanne Len

University of Saskatchewan Senate: Rod Amaya

University of Regina Senate: Zack Dumont

5. Memorial to Deceased Members – Amy Wiebe

President Wiebe requested 30 seconds of silent tribute for the members lost.

6. Reports

6.1 President's Annual Report – Amy Wiebe

President Wiebe referred members to the President's report beginning on page 4 of the printed Annual Report which summarizes the activities of the College and demonstrates how we monitor and evaluate performance according to the strategic goals.

President Wiebe invited questions from the floor arising from the President's report.

There were no questions.

6.2 2022 Financial Report – Darren Cranfield

President Wiebe invited the Director of Corporate Services/Chief Financial Officer, Darren Cranfield, to present his report.

Mr. Cranfield referred to the report of the Finance and Audit Committee beginning on page 45 of the Annual Report.

Mr. Cranfield invited questions from the floor arising from the audited financial statements.

There were no questions.

6.2 Consideration of Annual Report as Emailed to Members – Amy Wiebe

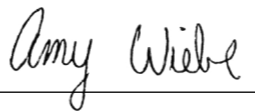
There were no questions.

7. New Business – Amy Wiebe

There were no questions.

8. Adjournment – Amy Wiebe

President Wiebe declared the meeting adjourned at 11:16am.



Amy Wiebe
President, SCPP Council



Jeana Wendel
Registrar, SCPP

Appendix A

Detailed Member and Pharmacy Statistics

International Pharmacy Graduates (IPGs)

- Approved for appraisal training: 8
- Engaged in appraisal training: 6

Completed Appraisal Program:

- IPGs: 7
- Reinstatement of former members: 0

Completed Assessment Program:

- IPGs: 10
- Reinstatement of former members: 1

Pre-registration:

- Total applications received: 69
 - Labour mobility applicant (Canadian Candidate) pharmacists: 36
 - IPG pharmacists: 8
 - Out-of-province pharmacist intern: 1
 - Labour mobility applicant (Canadian Candidate) pharmacy technicians: 7
 - Out-of-province graduate pharmacy technician interns: 17

Pharmacists:

- Total registration: 100
 - University of Saskatchewan (U of S) graduates: 58
 - Labour mobility applicants (Canadian Candidates): 33
 - IPGs: 9
- Reinstatements: 16
- Total Terminations: 95
 - By non-payment of dues: 25
 - By request: 70

As of Dec. 31, 2023	2017	2018	2019	2020	2021	2022	2023
PHARMACIST							
Practising							
Community	1,154	1,174	1,174	1,151	1,220	1,222	1,227
Hospital	286	312	346	344	341	361	364
Other	217	218	224	203	210	204	219
Conditional	6	9	12	7	0	0	0
Total Practising	1,663	1,713	1,756	1,705	1,771	1,787	1,810
Non-Practising	51	51	53	54	41	31	32
Retired	106	108	95	97	94	84	78
Associate	41	37	30	27	27	26	25
Suspended	0	1	2	3	1	1	2
PHARMACY TECHNICIAN							
Practising							
Community	55	85	144	147	140	142	144
Hospital	117	167	194	205	216	228	233
Other	23	22	35	23	23	21	29
Total Practising	195	274	373	375	379	391	406
Non-Practising	2	1	5	7	2	2	1
Retired	0	0	0	0	0	0	0
Associate	0	0	0	0	0	0	0
TOTAL MEMBERS	2,058	2,185	2,314	2,268	2,315	2,322	2,354

Pharmacy Technicians:

- Total registration: 29
 - Saskatchewan Polytechnic graduates: 20
 - Labour mobility applicant (Canadian candidates): 1
 - Out-of-province graduates: 8
- Reinstatements: 4
- Total Terminations: 15
 - By non-payment of dues: 3
 - By request: 12

Jurisprudence Examinations

- Total examinations administered: 145
- Jurisprudence examinations administered for pharmacists: 107
 - University of Saskatchewan (U of S) graduates: 66
 - Labour mobility applicant (Canadian candidate) pharmacists: 33
 - IPGs: 8
- Jurisprudence examinations administered for pharmacy technicians: 38
 - Saskatchewan Polytechnic graduates: 23
 - Labour mobility applicant (Canadian candidates): 1
 - Out-of-province graduates: 13
 - Out-of-province pharmacist graduates: 13
 - Discipline Committee directed: 1

Interns:

- Pharmacist interns registered: 89
 - From University of Saskatchewan (U of S): 88
 - From out-of-province: 1
 - Pharmacy technician interns registered: 26
 - From Saskatchewan Polytechnic: 88
 - From out-of-province: 16*
- * Out of province interns registered includes interns that completed their education in another province but completed the Structured Practical Training and Assessment (SPTA) in Saskatchewan.

As of Dec. 31, 2023	2017	2018	2019	2020	2021	2022	2023
PHARMACIES							
Total Community Pharmacies	365	370	390	400	413	418	420
Dispensing Physicians	6	6	6	5	4	3	4
Total Satellite Pharmacies	10	8	8	9	7	3	2
PHARMACY STATISTICS	381	384	404	414	424	424	426
Community Chain	240	248	254	256	258	252	254
Community Independent	125	122	136	144	155	166	166
Total Community Pharmacies	365	370	390	400	413	418	420
Pharmacy Openings	16	12	22	16	16	11	11
Pharmacy Closings	2	8	3	5	6	11	9
Net New Pharmacies	14	4	19	11	10	0	2
Manager Changes	65	79	95	77	123	123	135
Ownership Changes	26	21	13	5	14	19	11
Proprietor Name Changes	–	–	–	–	–	12	9
Share Purchases	6	69	12	15	12	9	10
Trade Name Changes	16	9	3	7	3	6	6
Pharmacy Relocations	5	8	3	3	2	4	0
Pharmacy Renovations	15	18	14	11	16	8	52
Lock and Leave Permits Issued	4	5	3	8	4	5	8
Lock and Leave Amendments	14	41	30	123	99	151	98
REGISTRAR'S REVIEW AND DECISION BREAKDOWN							
Total Multi-Pharmacy Manager Appeals	–	–	–	–	23	24	14
Multi-Pharmacy Manager - Approved	–	–	–	–	22	21	13
Multi-Pharmacy Manager - Denied	–	–	–	–	1	3	0
Multi-Pharmacy Manager - Cancelled by Request	–	–	–	–	0	0	1

Criminal Record Checks:

- Submitted a Criminal Record Check (CRC): 427
 - Pharmacists: 323
 - Pharmacy Technicians: 82
 - Locum tenens: 0
 - Out-of-province interns: 12
 - Applicants in progress: 10
 - Audited: 215
 - ▶ Pharmacists: 176
 - ▶ Pharmacy Technicians: 39

Training:

- Prescriptive Authority Level I Basics: 125
 - Members: 37
 - Students/Interns/Applicants not yet registered: 88
- Prescribing for Minor Ailments and Self-Care: Basics: 128
 - Members: 41
 - Students/Interns/Applicants not yet registered: 87
- Advanced Method Certification (AMC)
 - Practising: 1,205
 - Retired: 0

- Pharmacists who took AMC training (in whole or part) in 2023: 82
- Pharmacist Students with Advanced Method Student Certification (AMSC): 118
- Pharmacist Students who took AMSC training in 2023: 47
- Technicians with Advanced Method Technician Certification (AMTC): 94
- Technicians who took AMTC training in 2023: 9
- Members who completed Harm Reduction training:
 - Members: 83
 - Students/Interns: 91
- Members who completed the Exempted Codeine Products training:
 - Members: 17
 - Students/Interns: 82
- Members who completed the Equity, Diversity, Inclusion, and Cultural Safety Module in 2023: 2,232
- Members who completed the Community Pharmacy Manager Course: 454

As of Dec. 31, 2023	2017	2018	2019	2020	2021	2022	2023
Total 2,000 Hours Appeals	-	-	-	-	13	3	2
2,000 Hours Appeals – Approved	-	-	-	-	4	2	2
2,000 Hours Appeals – Denied	-	-	-	-	4	0	0
2,000 Hours Appeals – Cancelled by Request	-	-	-	-	5	1	0
Total Interim Manager	-	-	-	-	1	0	2
Interim Manager - Approved	-	-	-	-	1	0	2
Interim Manager - Denied	-	-	-	-	0	0	0
Interim Manager - Cancelled by Request	-	-	-	-	0	0	0
Interim Manager as Condition of Appeal Decision (not specifically applied for)	-	-	-	-	8	7	3
REGISTRAR’S REVIEW AND DECISION							
Total Appeals (incl. lock and leave hours)	-	-	-	-	38	27	27
Approved	-	-	-	-	27	23	26
Denied	-	-	-	-	5	3	0
Cancelled	-	-	-	-	6	1	1
FEES							
Late Renewal Payment Fee	8	11	18	4	30	37	19
Permit Failure to File Fee	-	-	-	6	11	10	13
Registrar’s Review and Decision	-	-	-	-	-	10	15
Monthly Interest Surcharge	-	-	-	-	-	2	2

Financial Statements

Dec. 31, 2023



Independent Auditors' Report

Management's Responsibility for Financial Statements

The accompanying financial statements of Saskatchewan College of Pharmacy Professionals have been prepared by the College's management in accordance with Canadian accounting standards for not-for-profit organizations and necessarily include some amounts based on informed judgment and management estimates.

To assist management in fulfilling its responsibilities, a system of internal controls has been established to provide reasonable assurance that the financial statements are accurate and reliable and that assets are safeguarded.

The Council has reviewed and approved these financial statements.

These financial statements have been examined by the independent auditors, **Virtus Group LLP**, and their report is presented separately.

Registrar

Council Chair

To the Members Saskatchewan College of Pharmacy Professionals

Opinion

We have audited the financial statements of Saskatchewan College of Pharmacy Professionals, which comprise the statement of financial position as at December 31, 2023, and the statements of operations and changes in fund balances 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 College as at December 31, 2023, and its financial performance and 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 College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Saskatchewan, 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.

Information Other than the Financial Statements and Auditors' Report Thereon

Management is responsible for the other information. The other information comprises the information included in the annual report, but does not include the financial statements and our auditors' report thereon. The annual report is expected to be made available to us after the date of this auditors' report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

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 College'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 College or to cease operations, or has no realistic alternative but to do so.

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

Independent Auditors' Report continued

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 College'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 College'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 College 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.

June 5, 2024
Regina, Saskatchewan

Chartered Professional Accountants

**Saskatchewan College of Pharmacy Professionals
Statement of Financial Position
As at December 31, 2023**
(with comparative figures at December 31, 2022)

	<u>Assets</u>		2023	2022
	<u>Operating fund</u>	<u>Capital and intangible asset fund</u>		
Current assets				
Cash and cash equivalents	\$ 757,099	\$ -	\$ 757,099	\$ 578,487
Investments (Note 3)	2,617,784	-	2,617,784	1,500,000
Accounts receivable	54,945	-	54,945	24,169
Due from SCP Centennial Scholarship Fund Inc.	-	-	-	6,609
Prepaid expenses	32,186	-	32,186	170,788
	<u>3,462,014</u>	<u>-</u>	<u>3,462,014</u>	<u>2,280,053</u>
Investments (Note 3)	472,482	13,843	486,325	1,480,667
Tangible and intangible capital assets (Note 4)	-	935,363	935,363	1,016,976
	<u>\$ 3,934,496</u>	<u>\$ 949,206</u>	<u>\$ 4,883,702</u>	<u>\$ 4,777,696</u>
	<u>Liabilities</u>			
Current liabilities				
Accounts payable and accrued liabilities (Note 5)	\$ 151,009	\$ -	\$ 151,009	\$ 351,511
Government remittances payable	-	-	-	20,280
Current portion of lease inducement	-	30,400	30,400	19,077
Current portion of capital lease obligation (Note 6)	-	22,124	22,124	87,200
Fees and licenses collected in advance	2,973,065	-	2,973,065	2,400,901
	<u>3,124,074</u>	<u>52,524</u>	<u>3,176,598</u>	<u>2,878,969</u>
Deferred lease inducement	-	89,028	89,028	108,105
Capital lease obligation (Note 6)	-	-	-	22,164
	<u>3,124,074</u>	<u>141,552</u>	<u>3,265,626</u>	<u>3,009,238</u>
	<u>Fund Balances</u>			
Investment in tangible and intangible capital assets	-	793,459	793,459	779,019
Externally restricted building development	-	14,195	14,195	14,195
Unrestricted	810,422	-	810,422	975,244
	<u>810,422</u>	<u>807,654</u>	<u>1,618,076</u>	<u>1,768,458</u>
	<u>\$ 3,934,496</u>	<u>\$ 949,206</u>	<u>\$ 4,883,702</u>	<u>\$ 4,777,696</u>
Commitments (Note 9)				

See accompanying notes to the financial statements

Approved on Behalf of Council

Councillor

Councillor

Saskatchewan College of Pharmacy Professionals
Statement of Operations and Changes in Fund Balances
For the year ended December 31, 2023
(with comparative figures for the year ended December 31, 2022)

	Operating fund	Capital and intangible asset fund	2023	2022
Revenue				
Amendments	\$ 61,380	\$ -	\$ 61,380	\$ 37,614
Appeal fees	23,934	-	23,934	9,216
COMPASS surcharge	195,146	-	195,146	213,613
Investment income	130,872	216	131,088	45,531
Non-practising members	63,521	-	63,521	66,157
Other fees	157,896	-	157,896	113,086
Pharmacy permits	922,271	-	922,271	859,887
Practising members	2,955,421	-	2,955,421	2,738,772
Registration	154,893	-	154,893	83,530
Sundry	216,818	-	216,818	88,479
Unrealized gain (loss) in market value of investments	69,428	1,014	70,442	(280,339)
	<u>4,951,580</u>	<u>1,230</u>	<u>4,952,810</u>	<u>3,975,546</u>
Expenses				
Accounting	27,450	-	27,450	24,384
Amortization	-	96,695	96,695	109,724
Bad debts	-	-	-	6,500
Building operations	234,477	5,589	240,066	240,682
COMPASS	140,867	-	140,867	150,927
Continuing professional development	213,345	-	213,345	144,418
Council	42,839	-	42,839	29,217
Employee benefits	416,909	-	416,909	257,004
Equipment rental and maintenance	114,278	-	114,278	134,864
External consultants	30,000	-	30,000	107,650
General office	245,702	-	245,702	211,136
Legal and audit services	233,606	-	233,606	320,645
Other committees	25,571	-	25,571	26,497
Postage	14,820	-	14,820	22,456
Printing and stationary	11,109	-	11,109	5,941
Public and professional relations	177,094	-	177,094	173,406
Salaries	2,948,014	-	2,948,014	2,351,682
Telephone and fax	40,719	-	40,719	38,791
Travel	84,108	-	84,108	53,148
	<u>5,000,908</u>	<u>102,284</u>	<u>5,103,192</u>	<u>4,409,072</u>
Excess (deficiency) of revenue over expenses	(49,328)	(101,054)	(150,382)	(433,526)
Fund balance, beginning of year	975,244	793,214	1,768,458	2,201,984
Interfund transfers (Note 8)	(115,494)	115,494	-	-
Fund balance, end of year	<u>\$ 810,422</u>	<u>\$ 807,654</u>	<u>\$ 1,618,076</u>	<u>\$ 1,768,458</u>

See accompanying notes to the financial statements

Saskatchewan College of Pharmacy Professionals
Statement of Cash Flows
For the year ended December 31, 2023
(with comparative figures for the year ended December 31, 2022)

	2023	2022
Cash provided by (used in):		
Operating activities		
Excess (deficiency) of revenue over expenses	\$ (150,382)	\$ (433,526)
Items not affecting cash:		
Amortization	96,695	109,724
Unrealized (gain) loss in market value of investments	(70,442)	280,339
Net change in non-cash working capital balances (Note 7)	458,063	169,068
Cash (used in) provided by operating activities	<u>333,934</u>	<u>125,605</u>
Investing activities		
Acquisition of tangible capital assets	(15,082)	-
Purchase of investments	(2,634,498)	(2,000,000)
Redemption of investments	2,581,498	2,260,387
Cash provided by (used in) investing activities	<u>(68,082)</u>	<u>260,387</u>
Financing activities		
Capital lease principle payments	(87,240)	(80,563)
Cash provided by (used in) financing activities	<u>(87,240)</u>	<u>(80,563)</u>
Increase in cash	178,612	305,429
Cash position, beginning of year	578,487	273,058
Cash position, end of year	<u>\$ 757,099</u>	<u>\$ 578,487</u>

See accompanying notes to the financial statements

Saskatchewan College of Pharmacy Professionals
Notes to the Financial Statements
For the year ended December 31, 2023
(with comparative figures for the year ended December 31, 2022)

1. Nature of operations

Saskatchewan College of Pharmacy Professionals (the "College") was incorporated under *The Pharmacy Act, 1996* in the province of Saskatchewan. The College is the statutory governing and self-regulating body for pharmacies and pharmacy professionals in the province of Saskatchewan. The College is a not-for-profit organization and is exempt from income tax under Section 149(1)(i) of the *Income Tax Act*.

2. Summary of significant accounting policies

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The financial statements require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in revenue and expenses in the period in which they become known. The financial statements reflect the following policies:

Economic interest in the SCP Centennial Scholarship Fund Inc.

The College has an economic interest in the SCP Centennial Scholarship Fund Inc., which was created in 2011 to mark the 100th anniversary of the College. The Fund provides scholarships to students at the College of Pharmacy and Nutrition at the University of Saskatchewan. At year end, the net assets of the SCP Centennial Scholarship Fund Inc. were \$20,600 (2022 - \$248,400).

Fund accounting

The College follows the restricted fund method of accounting for contributions. The accounts of the College are maintained in accordance with the principles of fund accounting in order that limitations and restrictions placed on the use of available resources are observed. Under fund accounting, resources are classified for accounting and reporting purposes into funds with activities or objectives specified. For financial reporting purposes, the accounts have been classified into the following funds:

(i) Operating fund

The operating fund consists of the general operations of the College.

(ii) Capital and intangible asset fund

The capital and intangible asset fund has been established for the purpose of funding capital acquisitions and is an accumulation of direct contributions and that portion of the operating fund, which has been allocated to the fund at the discretion of the College's Council. The fund is increased by investment income earned on contributions and is reduced by amortization and interest on related lease obligations.

Financial instruments

Financial assets and financial liabilities are recorded on the statement of financial position when the College becomes party to the contractual provisions of the financial instrument. All financial instruments are required to be recognized at fair value upon initial recognition. Measurement in subsequent periods of equity instruments is at fair value. All other financial assets and financial liabilities are subsequently measured at amortized cost adjusted by transaction costs, which are amortized over the expected life of the instrument.

Fair value is the amount at which a financial instrument could be exchanged at arm's length between willing, unrelated parties in an open market. Changes in fair values of financial assets and financial liabilities measured at fair value are recognized in excess of revenues over expenses.

Saskatchewan College of Pharmacy Professionals
Notes to the Financial Statements
For the year ended December 31, 2023
(with comparative figures for the year ended December 31, 2022)

2. Summary of significant accounting policies continued

When there is an indication of impairment and such impairment is determined to have occurred, the carrying amount of financial assets measured at amortized cost is reduced to the greater of the discounted cash flows expected or the proceeds that could be realized from sale of the financial asset. Such impairments can be subsequently reversed if the value subsequently improves.

Revenue recognition

Fees for memberships, licenses, registration and permits are recognized as revenue over the period in which the service is provided. Revenue from amendments, appeals and other fees is recognized when the service is requested. Investment income is recognized as it is earned. Other revenues are recognized as revenue when received or when amount to be received is reasonably estimated and collection is reasonably assured.

Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization. Amortization is provided on the following rates:

Buildings	Straight-line	30 years
Computers	Declining balance	45%
Equipment	Declining balance	33%
Equipment under capital lease	Over the lease term	or the economic value of the leased asset
Furniture and fixtures	Declining balance	20%
Leasehold improvements	Straight-line	Over the lease term

Intangible capital assets

Intangible assets consist of software development and are accounted for at cost. The software is amortized over its useful life of 5 years using the straight-line method.

3. Investments

	2023	2022
Short term investments consist of:		
Guaranteed Investment Certificate, redeemable, bearing interest at prime less 1.95%, matures September 6, 2024.	\$ 2,117,784	\$ -
Guaranteed Investment Certificate, non-redeemable, bearing interest at 5.65%, matures on September 6, 2024.	500,000	-
Guaranteed Investment Certificate, non-redeemable, bearing interest at 4.4%, matured on August 17, 2023.	-	1,000,000
Guaranteed Investment Certificate, redeemable, bearing interest at prime less 1.60%, matured on August 17, 2023.	-	500,000
	<u>\$ 2,617,784</u>	<u>\$ 1,500,000</u>

Saskatchewan College of Pharmacy Professionals
Notes to the Financial Statements
For the year ended December 31, 2023
(with comparative figures for the year ended December 31, 2022)

3. Investments (continued)

	2023	2022
Long term investments consist of:		
Guaranteed Investment Certificate, non-redeemable, bearing interest at 5.5%, matures on September 8, 2025.	\$ 250,000	\$ -
Operating fund:		
CIBC Fixed Income Securities	170,765	1,130,441
CIBC Equities	51,717	337,695
	<u>472,482</u>	<u>1,468,136</u>
Capital and intangible asset fund:		
CIBC Fixed Income Securities	8,524	7,723
CIBC Equities	5,319	4,808
	<u>13,843</u>	<u>12,531</u>
	<u>\$ 736,325</u>	<u>\$ 1,480,667</u>

4. Tangible capital and intangible capital assets

	2023			
	Cost	Accumulated Amortization	Net Book Value	2022 Net Book Value
Building	\$ 336,039	\$ 336,039	\$ -	\$ -
Computers	10,082	2,268	7,814	-
Equipment	255,764	255,263	501	748
Equipment under capital lease	346,485	224,886	121,599	151,998
Furniture and fixtures	217,106	182,950	34,156	37,070
Land	15,000	-	15,000	15,000
Leasehold improvements	1,009,757	253,464	756,293	812,160
Software	99,150	99,150	-	-
	<u>\$ 2,289,383</u>	<u>\$ 1,354,020</u>	<u>\$ 935,363</u>	<u>\$ 1,016,976</u>

5. Accounts payable and accrued liabilities

	2023	2022
Accounts payable and accrued liabilities	\$ 126,349	\$ 326,847
Funds held in trust	24,664	24,664
	<u>\$ 151,013</u>	<u>\$ 351,511</u>

Funds held in trust are held on behalf of the Integrated Primary Health Care Working Group (IPHCWG). The College is responsible to ensure all funds are expended exclusively on primary health service workshops and education. Any unused funds may remain with the College for use by the IPHCWG.

Saskatchewan College of Pharmacy Professionals
Notes to the Financial Statements
For the year ended December 31, 2023
(with comparative figures for the year ended December 31, 2022)

6. Capital lease obligation

	2023	2022
CWB National Leasing bearing interest at 7.99% compounded monthly, repayable in monthly blended payments \$8,100. The lease matures on March 1, 2024 and is secured by equipment which has a net book value of \$121,598 (2022 - \$151,998).	\$ 22,124	\$ 109,364
Less: current portion	22,124	87,200
Long term portion	<u>\$ -</u>	<u>\$ 22,164</u>

7. Non-cash operating working capital

Details of net change in each element of working capital relating to operations excluding cash are as follows:

	2023	2022
(Increase) decrease in current assets		
Accounts receivable	\$ (30,776)	\$ 5,431
Government remittances receivable	-	5,908
Prepaid expenses	138,602	(3,067)
Due to/from related party	6,609	-
	<u>114,435</u>	<u>8,272</u>
Increase (decrease) in current liabilities		
Accounts payable and accrued liabilities	(200,502)	49,197
Government remittances payable	(20,280)	20,281
Fees and licenses collected in advance	572,164	110,395
Deferred lease inducement	(7,754)	(19,077)
	<u>343,628</u>	<u>160,796</u>
	<u>\$ 458,063</u>	<u>\$ 169,068</u>

8. Interfund transfers

Amounts transferred between funds were made to reimburse the operating fund for capital asset purchases and the obligation under capital lease.

9. Commitments

The College leases space and computer equipment under agreements requiring aggregate minimum payments over the next five years as follows:

2024	\$ 207,700
2025	119,000
2026	109,800
2027	109,800
2028	109,800

Saskatchewan College of Pharmacy Professionals
Notes to the Financial Statements
For the year ended December 31, 2023
(with comparative figures for the year ended December 31, 2022)

10. Financial risk management

The College has a risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The significant financial risks to which the College is exposed are:

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College is exposed to credit risk on the accounts receivable from its members, however, does not have a significant exposure to any individual member or customer. In order to reduce its credit risk, the College has adopted credit policies, which include the regular review of amounts receivable for collectability. The College incurred insignificant bad debt expense during the past three years.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College's exposure to liquidity risk is dependent on the receipt of funds from its operations and other related sources. Funds from these sources are primarily used to finance working capital and capital expenditure requirements, and are considered adequate to meet the College's financial obligations.

Price risk

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. The College's investments in publicly traded securities expose the College to market price risk and as such investments are subject to price changes in the open market. The College does not use any derivative financial instruments to alter the effects of this risk.

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