



NEWFOUNDLAND & LABRADOR
PHARMACY BOARD

ANNUAL REPORT

2021



Table of Contents

About the Board	5
Message from the Chair and Registrar	6
Board of Directors	8
Meet our New Board Member	9
Board Committees	10
Registration and Licensing	12
Quality Assurance Program	13
Professional Practice	16
Complaints and Discipline	18
2020 AGM Minutes	20
2021 Summarized Financial Statements	23



The Newfoundland and Labrador Pharmacy Board is mandated to promote and protect the health and well-being of the people of the province by governing the pharmacy profession and advancing excellence in pharmacy practice. We fulfill our mandate through our four lines of business: registration and licensing, quality assurance, professional practice, and complaints and discipline.

Vision

Advancing pharmacy care for a safe and healthy community.

Mission

The Newfoundland and Labrador Pharmacy Board protects the people of the province by governing the profession of pharmacy to ensure quality and ethical care.

Values

The Newfoundland and Labrador Pharmacy Board's activities and decisions are based on the following core values:

Accountability

Integrity

Collaboration

Transparency

Respect

Message from the Chair and Registrar

It is with pleasure that we present the 2021 Annual Report on behalf of the Newfoundland and Labrador Pharmacy Board (NLPB). This report showcases our achievements and highlights the challenges we have overcome during the year.

As the COVID-19 pandemic continued to present challenges to the provincial healthcare system this past year, pharmacy professionals continued to adapt to ensure all members of the public had access to quality care. With many public health restrictions still in place, pharmacy professionals, in many cases, became a patient's primary touch-point with the healthcare system. As the COVID-19 vaccine was rolled out in earnest in our province at the outset of 2021, many members of the public turned to their pharmacists for knowledge and guidance regarding the vaccine and vaccine safety. NLPB supported registrants by helping them stay informed and providing accurate and up-to-date information in various communications and on NLPB's dedicated online resource, [COVID-19 Guidance for Pharmacy Professionals](#).

In anticipation of community pharmacies' participation in the provincial COVID-19 vaccine rollout, NLPB updated the *Standards of Practice - Prescribing by Pharmacists* by adding COVID-19 to the list of preventable diseases approved for prescribing. The *Standards of Practice - Administration of Drug Therapy by Inhalation or Injection* was also reviewed and revised in accordance with the NLPB Document Review Cycle. These documents are some of the important tools that NLPB uses to support pharmacy professionals

in optimizing full scope of practice, a goal that was identified in the NLPB 2020-2022 Strategic Plan.

Upon entering Phase III of the provincial COVID-19 vaccine roll-out, community pharmacies began administering vaccines. Pharmacists' expanded scope of practice became an essential resource for the provincial government in their efforts to immunize the public against both COVID-19 and Influenza, with 100,858 COVID-19 vaccines and 147,661 flu vaccines administered in pharmacies during 2021.

Whether it is the administration of inhalations and injections, prescribing, or the provision of treatments, the accessibility of community pharmacists has been key to providing quality patient care to the public in 2021. A fact that was further recognized by Health Canada in their issuance of a five-year extension to the Subsection 56(1) class exemption for pharmacists prescribing and providing controlled substances in Canada, which was originally issued in 2020.

As the pharmacy industry has grown and adapted over the past year, NLPB has consistently provided the regulatory framework to ensure the best interests of the public are met. In addition to the revisions made to several existing standards of practice, updates were made to the Code of Ethics, including the addition of an interpretation guide regarding the prohibition on inducements. Milestones were also reached in relation to implementation deadlines for various standards of practice, including the provision of pharmaceutical care to long-term care

facilities and compounding standards.

Under the quality assurance portfolio, NLPB adapted processes and addressed existing challenges to ensure quality and safety were prioritized. To adapt to public health restrictions, the practice site assessment component of the program was shifted to a virtual format, which allows assessments to be completed remotely. To address the ongoing issue of Professional Liability Insurance compliance with registrants, a Professional Liability Insurance Task-force was struck in 2020, and throughout 2021 undertook a comprehensive review of several possible solutions, implementation of which will follow in 2022.

As for our complaints and discipline and registration and licensing portfolios, the year was busy as usual.

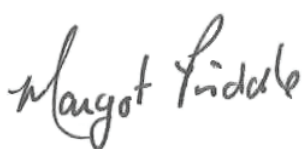
Additional details pertaining to each of these portfolios will be presented further in this report.

Pharmacy professionals have demonstrated their knowledge, adaptability, and accessibility over the past year to fulfill their role in supporting public health and safety. We invite you to read the 2021 Annual Report to discover how NLPB serves the public to meet our mission of governing pharmacy practice to ensure quality and ethical care in this ever-evolving landscape.

Sincerely,



Taggart Norris, Chair



Margot Priddle, Registrar



Taggart Norris, Chair



Margot Priddle, Registrar



The board of directors is comprised of seven elected pharmacists, one elected pharmacy technician, two board-appointed public representatives, two government-appointed representatives, and the Dean of the Memorial University School of Pharmacy.

The board's primary goal is to ensure the interests of the public are protected and maintained. The board is the policy-making group, providing leadership and guidance for the profession in delivering pharmacy services to the public.

Elected Members

ZONE 1 PHARMACIST	Amy Randell
ZONE 2 PHARMACIST	Jason Ryan
ZONE 3 PHARMACIST	Jennifer Godsell
ZONE 4 PHARMACIST	Henry White
ZONE 5 HOSPITAL PHARMACIST	Nicole Kennedy
ZONE 6 PHARMACY TECHNICIAN	Jillian Thorne
ZONE 7 AT-LARGE PHARMACISTS	Timothy Buchanan Taggart Norris

Public Representatives

BOARD-APPOINTED	Shirlene Murphy Mark Sheppard
GOVERNMENT-APPOINTED	Gerri Thompson

Memorial University School of Pharmacy

DEAN	Shawn Bugden
------	--------------

Meet our New Board Member



Amy Randell

ZONE 1 PHARMACIST

Amy Randell was born and raised in St. John's, NL, where she graduated from Memorial University's School of Pharmacy in 2010. Following graduation, Amy moved to St. Bernard's, NL, where she worked as pharmacist-in-charge at a small independent pharmacy. In January 2013, Amy moved back to her hometown to complete a Master of Pharmacy at Memorial University. Her thesis project focused on cerebrovascular dysfunction in the setting of chronic inflammation in an animal model, the findings of which were published in Life Sciences, PeerJ, and Journal of the American Society of Hypertension. Upon completing her Master's degree, she returned to St. Bernard's, before relocating to work at the Catalina Pharmacy in Catalina, NL for several years. Amy moved back to St. John's in 2020 to work for her current employer, Costco Pharmacy. She recently convocated from the University of Toronto PharmD for Pharmacists program and hopes to eventually get involved in clinical research and teaching. Amy is excited to take on this new role with NLPB and help shape the pharmacy profession.

Statutory and standing committees support the work of the Newfoundland and Labrador Pharmacy Board (NLPB). Committees are comprised of elected members, public appointments, and registrant volunteers.

Executive Committee

CHAIR	Taggart Norris
VICE CHAIR	Henry White
EXECUTIVE MEMBER	Jason Ryan
PAST CHAIR	Gerri Thompson

Complaints Authorization Committee

Responsible for reviewing allegations relating to the professional practice of registrants referred by the Registrar.

- Tim Buchanan
- Nicole Kennedy
- Shirlene Murphy
- Jason Ryan
- Mark Sheppard
- Gerri Thompson

Finance and Audit Committee

Responsible for overseeing, reviewing, developing recommendations, and advising the Board and Registrar on the financial operation of the NLPB.

CHAIR	Taggart Norris
MEMBERS	Nicole Kennedy
	Shirlene Murphy
	Mark Sheppard
	Colleen Squires
	Gerri Thompson

Disciplinary Panel

Responsible for considering complaints referred by the Complaints Authorization Committee.

CHAIR	Denise O'Brien
PUBLIC REPS	Ron Sheppard
	Robert Williams
	Yvonne Young
OTHER MEMBERS	Mike Batt
	Sheldon Baines
	Barry Downey
	Walter Fleming
	Jeff Fost
	Barbara Ann Gill
	Kristina Myers
	Sandi Osmond
	Michael Porter
	Heather Seeley
	Debi Snow
	Wanda Spurrell
	Deep Upadhyay
	Sarah Way

Joint Committee on Structured Practice Experience

Makes recommendations to NLPB and the Council of the School of Pharmacy on all matters pertaining to the structured practice experience program.

MEMBERS Pamela Carter
(BOARD REPS) Ray Gulliver
Evelena Verge

Professional Development Review Committee

Responsible for supporting and advising on continuing education and professional development programs for registrants.

CHAIR Deep Upadhyay

MEMBERS Lois Battcock
Shawn Bugden
Amy Clarke
Scott Dawe
Renee Harris
John Hawboldt
Debbie Kelly
Derek Long
Jody Pomeroy
Stefan Rideout
Jason Ryan
Colleen Squires
Jillian Thorne

Pharmacy Practice Advisory Committee

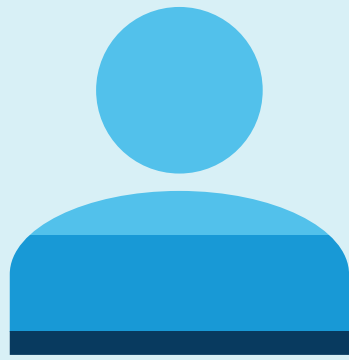
Assists the Board in meeting its goals of protecting the public and ensuring quality and ethical care, by advising on current or new standards related to registrants' scope of practice.

CHAIR Gerri Thompson
CPSNL Oscar Howell
CRNNL Michelle Carpenter
CSHP-NL Chelsea Rowe
DHCS Jamie O'Dea
MUN Debbie Kelly
PANL Tiffany Lee
OTHER MEMBERS Katrina Drover
Brittany Fitzgerald
Jennifer Godsell
Andrea Woodland

Quality Assurance Committee

Investigates concerns related to quality assurance issues in pharmacy practice that have been referred by the Registrar, the Complaints Authorization Committee, or one that the committee itself has recognized.

MEMBERS Susan Gladney-Martin
Helen McNally
Karen Mercer
Shirlene Murphy
Kelda Newport
Linda Power
Mark Sheppard
Andrew Sweetapple
Gerri Thompson



728 Pharmacists

Change since 2020

↓ 7

- 558 Community
- 135 Hospital
- 35 Administrative

↓ 19

↑ 15

↓ 3



233 Pharmacy Technicians

↑ 27

- 78 Community
- 150 Hospital
- 5 Other

↑ 21

↑ 6

— 0



220 Pharmacies

↑ 5

- 204 Community
- 16 Hospital

↑ 6

↓ 1

Pharmacy Openings:

Compounding Wellness Sterile Lab, Mount Pearl
 Lakeside Pharmacy, St. John's
 White Rose Pharmacy, St. John's
 SRx Pharmacy, St. John's
 Red Rock Pharmacy, English Harbour West
 Sentrex Pharmacy, Corner Brook
 McKesson SPS Pharmacy, St. John's
 Conception Bay Pharmacy, Holyrood

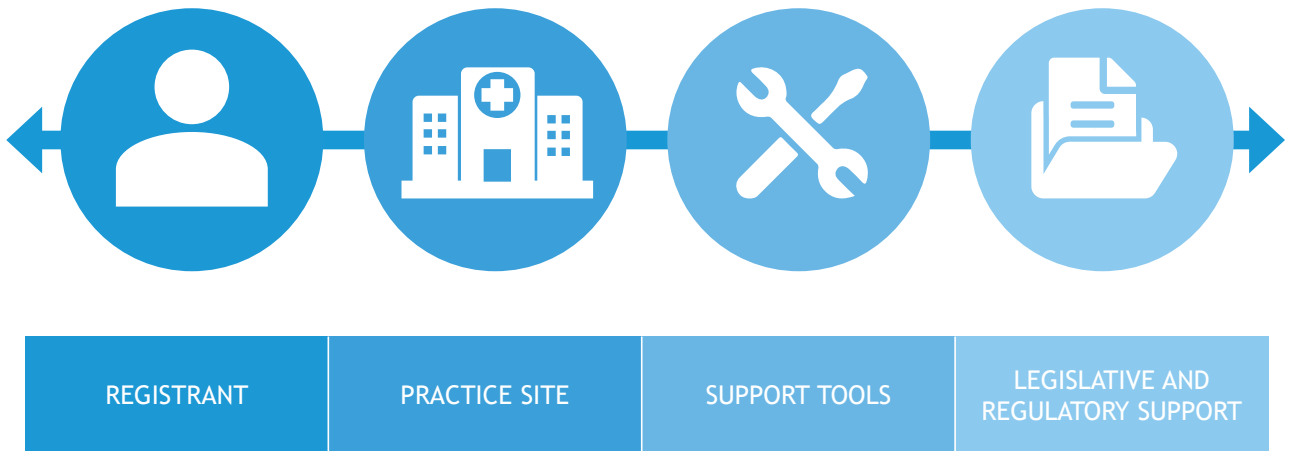
Pharmacy Closures:

Walmart Pharmacy, Topsail Road, St. John's
 Family Healthmed Pharmacy, Corner Brook
 Notre Dame Health Centre, Twillingate

Quality Assurance Program Overview

The Newfoundland and Labrador Pharmacy Board (NLPB) Quality Assurance (QA) continuum guides the program's development and ongoing activities. The program is multi-dimensional and supports registrants in meeting the standards for safe and quality pharmacy practice.

Quality Assurance Continuum



REGISTRANT

- Oversight of professional development requirements for pharmacists and pharmacy technicians (including the annual professional development audit)
- Audits of self-declarations that are required for registration renewal, based on legislation and applicable standards of practice

PRACTICE SITE

- Community pharmacy assessments
- Hospital pharmacy assessments

SUPPORT TOOLS

- Self-assessments
- Documentation templates
- Orientation programs

LEGISLATIVE/REGULATORY SUPPORT

- Legislation, standards, and guidelines that support safe and quality pharmacy practice

Practice Site Assessments

NLPB conducts various types of practice site assessments to support registrants in meeting operational and practice standards including pre-opening assessments for newly constructed pharmacies, renovation assessments, and routine practice site assessments. The goal of these assessments is to help the pharmacist-in-charge (PIC) identify standards that are not being met and to share information about best practices to promote quality improvement.

The practice site assessment process involves direct communication with a PIC regarding the regulatory standards applicable to their site, including a review of documentation processes for dispensing medication and providing patient care. The PIC completes a self-assessment and then NLPB site assessors complete an on-site or virtual assessment.

Throughout 2021, the ongoing COVID-19 pandemic continued to pose challenges to scheduling and conducting on-site practice site assessments. Recognizing that this trend may continue, a new “virtual” method of conducting community pharmacy assessments was developed and piloted. This process allows assessments to be completed remotely, adding flexibility to scheduling for PICs and enabling NLPB to provide assessments to sites on a more frequent basis going forward.

COMMUNITY PHARMACIES

14 Assessments Conducted ■ 5 On-site ■ 9 Virtual



Key areas of focus for community pharmacy assessments:

- PICs understanding of regulatory duties
- Safety and security of the pharmacy
- Documentation processes for dispensing activities, clinical services, and patient counselling
- Implementation of non-sterile compounding standards

HOSPITAL PHARMACIES

In 2021, restrictions due to the COVID-19 pandemic prevented assessors from visiting Regional Health Authorities in person. However, NLPB assessors continue to assess and support the implementation of NLPB standards of practice through quarterly virtual meetings and practice consultation. In particular, NLPB has been diligently monitoring hospital pharmacies’ progress with implementing sterile and non-sterile compounding standards. Implementation of these standards is being completed in three phases; 2021 saw the completion of Phase II of the three-phase, three-year plan. All hospital pharmacies are expected to be fully compliant with sterile and non-sterile compounding standards by the end of 2022. Regional Health Authorities have invested heavily in personnel training, policy revisions, and infrastructure upgrades to support safety and quality compounding practices.

Professional Development Audit

To promote continuing competence, all pharmacy professionals in Newfoundland and Labrador are mandated to engage in professional development. In accordance with section 52 of the *Pharmacy Act, 2012*, NLPB is responsible for ensuring pharmacists and pharmacy technicians:

- Complete a minimum of 15 continuing education units per calendar year of which at least half shall be from accredited programs;
- Submit a professional development log containing information required by the board; and
- Maintain a learning portfolio that contains the information required by the board.

Typically, each year, 10% of registrants are randomly selected to have their previous year's learning portfolios audited by the Professional Development (PD) Review Committee. However, an audit was not conducted in 2021 for the 2020 PD cycle due both to logistical challenges to conducting the audit under COVID-19 public health restrictions and recognizing that pharmacy professionals needed to focus on pandemic-related issues. Professional development requirements remained in effect during this time, including the requirement for registrants to document completion of the minimum required education units in order to be eligible to renew their registration for 2022.

Self-Declaration Audits

NLPB has been conducting self-declaration audits since 2015 to assure the public that pharmacy professionals are upholding their ethical and legal obligations to practice in Newfoundland and Labrador. Each year during registration renewal, registrants are asked to affirm their compliance with registration requirements. Self-declaration audits are conducted on an annual or rotating basis and may include: liability insurance audit, practice hours audit, and First Aid/CPR audit.

Professional Liability Insurance Audit

Due to the risk to the public that exists if registrants practice without required insurance, NLPB conducts professional liability insurance (PLI) audits annually. Typically, approximately 10% of registrants are audited for professional liability insurance coverage, including students, interns, pharmacists, and pharmacy technicians.

NLPB did not conduct a PLI audit in 2021. Based on the results of previous years' audits, NLPB employed a task force and insurance expert to assess the current PLI policy and develop processes to be able to prevent and detect gaps in coverage, in the interest of public protection.

New processes will be implemented in the near future and audit processes will resume thereafter.

QUALITY ASSURANCE COMMITTEE

The Quality Assurance Committee was not called upon to assess individual pharmacist or pharmacy technician practice in 2021. Therefore, NLPB has nothing to report under Section 9(2) of the *Pharmacy Act, 2012*, which requires reporting the frequency and circumstances of access to patient records without patient consent under Section 54 of the Act.

Professional Practice

Standards of Practice, guidelines, and policies are developed by the Newfoundland and Labrador Pharmacy Board (NLPB) to support our registrants in their practice. They are the foundation for delivering safe and quality care.

Standards of Practice

Standards of Practice are minimum standards that all registrants are expected to meet. Regardless of position or practice environment, when a registrant performs a specific role, they must perform it to the level specified in the Standards of Practice and meet all standards associated with that role.

2021 REVISIONS

The following existing standards of practice were revised by the NLPB Board of Directors in 2021, in response to changes in these practice areas nationally and feedback from registrants and the public:

- Administration of Drug Therapy by Inhalation or Injection
- Medical Assistance in Dying
- Prescribing by Pharmacists

2021 IMPLEMENTATION DEADLINES

Implementation deadlines arrived in 2021 for the following standards of practice:

- | | |
|--------------------------|---|
| JULY 1, 2021 | The Provision of Pharmaceutical Care to Long-Term Care Facilities |
| DECEMBER 31, 2021 | Phase II — Non-Sterile Compounding Standards |
| | Phase II — Sterile Compounding Standards |

Code of Ethics

The NLPB Code of Ethics reflects what the pharmacy profession stands for and reinforces what is unique about the contribution registrants make to patients, to society, and to their professions. The Code of Ethics supports NLPB in fulfilling its mandate to protect the public, enables the NLPB to provide direction to registrants faced with ethical dilemmas, and serves as a benchmark for monitoring and addressing registrants' conduct.

2021 ADDITIONS

In addition to some small updates to the Code of Ethics, a third accompanying Interpretation Guide was added:

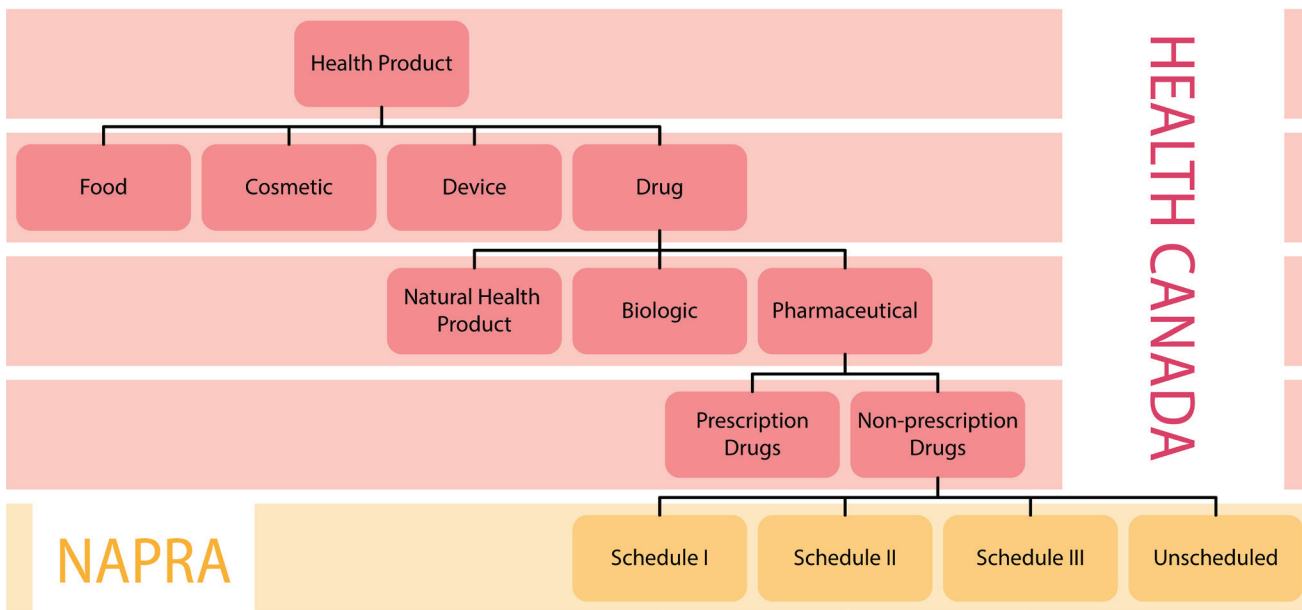
- Prohibition on Inducements

Provincial Drug Schedules

In the past, NLPB's Board of Directors were required to approve changes to the provincial drug schedules each time a change was made to the National Association of Pharmacy Regulatory Authorities (NAPRA) National Drug Schedules. This process at times has resulted in a lag time between when the change is approved by NAPRA and when it is in force in Newfoundland and Labrador. This lag time has led to confusion among manufacturers and retailers, including pharmacies.

Due to these issues, as well as taking into account the allocation of resources, the NLPB Board of Directors made the decision to approve a new schedule by reference policy on November 26, 2021. As such, once a change to the National Drug Schedule has been approved by the NAPRA Board of Directors, it will be considered in effect in Newfoundland and Labrador immediately. NLPB's Board of Directors is no longer required to review and approve individual changes made to the NAPRA National Drug Schedules. This policy change brings Newfoundland and Labrador in line with the policies of most other provinces and territories in Canada.

Now that the provincial drug schedules depend wholly on the National Drug Schedules, NLPB developed a resource for both registrants and the public to clarify the process of drug scheduling in Canada. The chart delineates the roles of Health Canada and NAPRA as it relates to drug scheduling. This chart, pictured below, has now been adopted for use by NAPRA on their website.

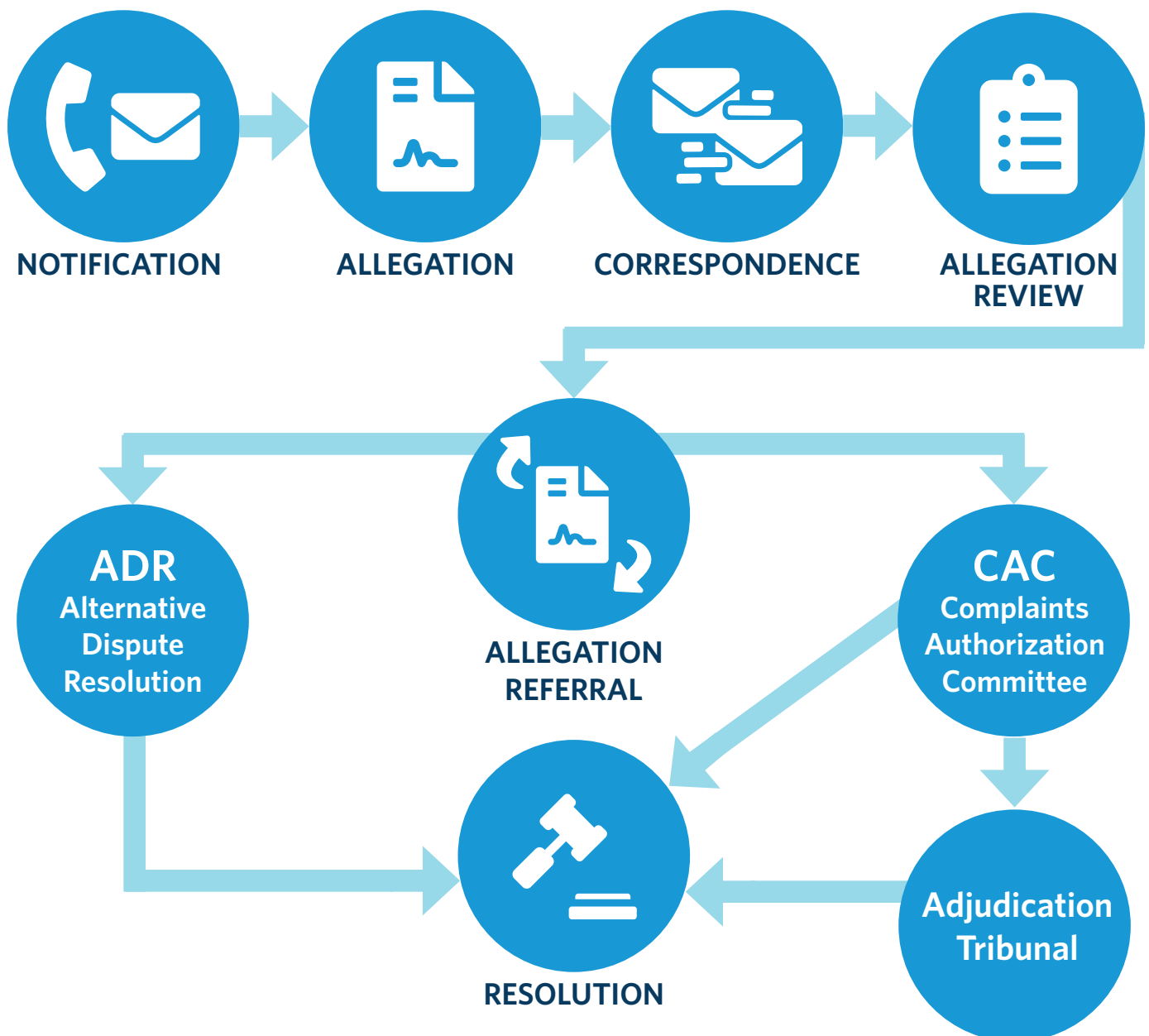


Complaints and Discipline Process

The Newfoundland and Labrador Pharmacy Board (NLPB) complaints and discipline portfolio is responsible for receiving any concerns raised relating to the practice of a registrant and addressing circumstances in which it is alleged that a registrant has engaged in conduct deserving of sanction. Conduct deserving of sanction may occur when a registrant violates any legislation, bylaws, standards, or ethical provisions with which they are required to comply.

The complaints and discipline process is initiated upon receipt of an allegation. All complaints must be filed by the complainant in writing. Upon receipt of the written complaint, the allegation is processed and reviewed. NLPB will initiate correspondence with both the complainant and respondent, review all correspondence received, and propose a path to resolution.

An allegation may be resolved by the Registrar through Alternative Dispute Resolution (ADR) or may be referred to the Complaints Authorization Committee (CAC) for review. If the CAC does not resolve the matter, it is referred to an Adjudication Tribunal for a hearing.



2021 Allegations



An allegation that a registrant has engaged in conduct deserving sanction can come from a member of the public, another registrant or healthcare professional, or from the Registrar. Registrants have a duty to report knowledge they have concerning potential conduct deserving of sanction on the part of another registrant.

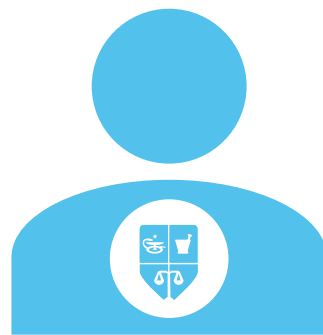
Sources of 2021 Allegations



5 Public



10 Healthcare Professionals



7 Registrar

Issues Raised in 2021 Allegations



- 5 Medication Error
- 14 Professional Practice or Ethical Breach
- 3 Practicing Without Meeting Requirements of Registration or Authorization

Resolution of 2021 Allegations



- 5 Resolved through ADR
- 9* Resolved by CAC
- 1 Adjudication Tribunal
- 9* Carried over to 2022

* Includes allegations carried over from 2020

1.0 Call to Order and Adoption of Agenda

The 111th Annual General Meeting (AGM) was held virtually through Zoom and called to order at 9:34AM on August 6, 2021. All registrants were given access information to join the meeting online if they so chose.

MOVED by Shawn Bugden, seconded by Mark Sheppard to approve the AGM agenda. **CARRIED**

2.0 Introduction of Board Members

Board Members

PRESENT

ZONE 1

Keith Bailey

ZONE 2

Jason Ryan

ZONE 3

Jennifer Godsell

ZONE 4

Henry White

ZONE 5

Nicole MacDonald

ZONE 6

Jillian Thorne

ZONE 7

Tim Buchanan

Taggarty Norris

PUBLIC REPRESENTATIVES

Shirlene Murphy

Mark Sheppard

Gerri Thompson

MUN SCHOOL OF PHARMACY DEAN

Shawn Bugden

REGRETS

PAST CHAIR

Colleen Squires

Staff

REGISTRAR

Margot Priddle

ASSOCIATE REGISTRAR, PRACTICE & REGISTRATION

Melanie Healey

GENERAL COUNSEL/DIRECTOR OF COMPLAINTS & DISCIPLINE

Natalie Payne

COMMUNICATIONS SPECIALIST

Julie Reddy

OFFICE ADMINISTRATOR/ LICENSING ADMINISTRATOR

Meghan Handrigan

ADMINISTRATIVE SUPPORT

Sonya Doran

Observers

Sheldon Baines

Juan Edwards

Amy Randell

Joan Roach

Andrea Woodland

3.0 Minute of Silence

Before we move into a review of the 2020 Annual Report it is important that we observe a minute of silence in memory of NLPB registrants who have passed away this past year.

We are thankful for and appreciative of the work of our registrants who are no longer with us, as they have helped contribute to safe and ethical pharmacy care for the people of this province.

Today we remember:

- Maxwell Kennedy, 57-258, January 23, 2020
- Clarence Joseph Jackman, 53-109, March 1, 2020
- Sean Funk, 93-699, June 6, 2020
- Cyril Daley, 66-211, September 25, 2020

4.0 Highlights of 2020 Annual Report

Gerri Thompson asked Registrar Margot Priddle to present the 2020 Annual Report.

The 2020 Annual Report can be viewed online at <https://nlpb.ca/media/Annual-Report-2020.pdf>.

The annual report presents information to reflect the Board's fiscal year of January 1 to December 31.

Ms. Priddle took a few moments to highlight particular areas of the report related to Registration and Licensing, Quality Assurance, and Complaints and Discipline.

5.0 Questions on Annual Report

There were no questions on the 2020 Annual Report at this time.

6.0 Appointment of Auditor for 2021

The *Pharmacy Act, 2012* requires that an auditor be appointed at the Annual General Meeting each year to audit the accounts of the Board for the coming year.

MOVED by Jillian Thorne, seconded by Taggart Norris that Harris Ryan Accountants be appointed as Board auditors for 2021. **CARRIED**

7.0 Board Member Election Results

Ms. Priddle, as returning officer, announced the results of the 2021 election. They are as follows:

Results Zone 1:

Amy Randell - Elected by acclamation

Results Zone 4:

Henry White - Elected by acclamation

The registrar congratulated Amy and Henry who were in attendance and welcomed them to the board.

8.0 Recognition of Outgoing Members

We will also be saying goodbye to board members; Zone 1 representative Keith Bailey and Past Chair Colleen Squires.

9.0 Inauguration of Incoming Board Chair

As the outgoing chair of the Newfoundland and Labrador Pharmacy Board, Ms. Thompson delivered the inauguration of incoming chair Taggart Norris.

10.0 Recognition of Outgoing Board Chair

Ms. Priddle, Registrar, took a moment to recognize the outgoing board chair, Ms. Thompson

11.0 Adjournment

The meeting was adjourned at 10:08 AM by Shirlene Murphy, seconded by Jason Ryan.



Financial Statements
Year Ended December 31
2021

INDEPENDENT AUDITOR'S REPORT

To the Directors of Newfoundland and Labrador Pharmacy Board

Opinion

We have audited the financial statements of Newfoundland and Labrador Pharmacy Board (the board), which comprise the statement of financial position as at December 31, 2021, and the statements of changes in net assets, revenues and expenditures 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 board as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

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 board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, 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.

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

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

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.

(continues)

Independent Auditor's Report to the Directors of Newfoundland and Labrador Pharmacy Board
(continued)

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 board'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 board'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 board 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.



St. John's, Newfoundland and Labrador
April 20, 2022

CHARTERED PROFESSIONAL ACCOUNTANTS

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

Statement of Financial Position

December 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash	\$ 2,180,793	\$ 1,958,184
Guaranteed investment certificates	156,253	408,092
Accounts receivable	-	3,446
Prepaid expenses	8,002	7,220
Due from Apothecary Hall Trust (Note 8)	1,118	1,098
	2,346,166	2,378,040
CAPITAL ASSETS (Note 3)	226,532	249,934
GUARANTEED INVESTMENT CERTIFICATES	412,287	216,105
	\$ 2,984,985	\$ 2,844,079
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable (Note 4)	\$ 44,379	\$ 57,145
Harmonized sales tax payable	169,012	160,197
Employee deductions payable	30,291	24,503
Fees and licenses collected in advance (Note 5)	1,232,471	1,177,637
Vacation payable	29,377	30,383
Severance pay liability	71,206	62,727
	1,576,736	1,512,592
NET ASSETS		
Invested in capital assets	226,530	249,932
Internally restricted discipline legal (Note 7)	353,436	353,436
Unrestricted	828,283	728,119
	1,408,249	1,331,487
	\$ 2,984,985	\$ 2,844,079

ON BEHALF OF THE BOARD

_____ Director

_____ Director

See notes to financial statements

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

Statement of Changes in Net Assets

Year Ended December 31, 2021

	Invested in Capital Assets	Internally restricted Dicipline legal	Unrestricted	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 249,932	\$ 353,436	\$ 728,119	\$ 1,331,487	\$ 1,274,561
EXCESS OF REVENUES OVER EXPENSES	(25,101)	-	101,863	76,762	56,926
CAPITAL ASSETS PURCHASED	1,699	-	(1,699)	-	-
NET ASSETS - END OF YEAR	\$ 226,530	\$ 353,436	\$ 828,283	\$ 1,408,249	\$ 1,331,487

See notes to financial statements

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

Statement of Revenues and Expenditures

Year Ended December 31, 2021

	2021	2020
REVENUES		
Pharmacist licenses	\$ 713,397	\$ 710,505
Business licenses	417,560	398,150
Pharmacy technicians licenses	148,771	126,442
Other	49,040	43,639
Student registration	27,230	20,768
Grant revenue	6,625	-
Administering injections	5,295	6,541
Prescribing for minor ailments	4,361	4,413
Discipline fines and recoveries	7,700	6,362
	1,379,979	1,316,820
OTHER REVENUES		
Interest	11,169	20,667
EXPENSES		
Schedule of expenditures (<i>Schedule 1</i>)	497,258	475,999
Schedule of building expenditures (<i>Schedule 2</i>)	55,745	65,039
	553,003	541,038
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	838,145	796,449
ADMINISTRATIVE EXPENSES		
Salaries and benefits	748,588	708,729
Miscellaneous	9,667	3,214
Board honorarium	2,000	2,000
Travel expenses	1,018	25,180
Salary replacement costs	110	400
	761,383	739,523
EXCESS OF REVENUES OVER EXPENSES	\$ 76,762	\$ 56,926

See notes to financial statements

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD**Statement of Cash Flows****Year Ended December 31, 2021**

	2021	2020
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 76,762	\$ 56,926
Item not affecting cash:		
Amortization of capital assets	25,101	28,953
	101,863	85,879
Changes in non-cash working capital:		
Accounts receivable	3,446	24,929
Accounts payable	(12,767)	(5,549)
Fees and licenses collected in advance	54,834	12,589
Prepaid expenses	(782)	3,329
Harmonized sales tax payable	8,815	(3,083)
Employee deductions payable	5,788	9,597
Vacation payable	(1,006)	4,246
Severance pay liability	8,479	26,112
	66,807	72,170
Cash flow from operating activities	168,670	158,049
INVESTING ACTIVITIES		
Additions to capital assets	(1,699)	(10,899)
Purchase of short term investments	55,658	(108,488)
Cash flow from (used by) investing activities	53,959	(119,387)
FINANCING ACTIVITY		
Advances from (to) related parties	(20)	(1,098)
INCREASE IN CASH FLOW	222,609	37,564
Cash - beginning of year	1,958,183	1,920,619
CASH - END OF YEAR	\$ 2,180,792	\$ 1,958,183
CASH CONSISTS OF:		
Cash held by Martek	\$ 4,989	\$ 1,998
Royal Bank of Canada - Operating	89,999	75,009
Royal Bank of Canada - Savings	2,085,804	1,881,176
	\$ 2,180,792	\$ 1,958,183

See notes to financial statements

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

Notes to Financial Statements

Year Ended December 31, 2021

1. PURPOSE OF THE BOARD

The Newfoundland and Labrador Pharmacy Board (the "board") is the statutory governing and self-regulatory body for the pharmacy profession in Newfoundland and Labrador. It supports and protects the health and well-being of the public and promotes excellence in the practice of pharmacy by setting and enforcing high standards of practice, competency and ethical conduct. The board is a not-for-profit organization and as such, is not subject to either federal or provincial income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Land	non-depreciable
Buildings	4% declining balance method
Telephone equipment	20% declining balance method
Computer equipment	30% declining balance method
Furniture and fixtures	20% declining balance method

The board regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Long term investments

Long term investments consist of non-redeemable guaranteed investment certificates which are recorded at their fair value.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial instruments are reported at amortized cost, and tested for impairment at each reporting date.

Financial assets measured at amortized cost include cash, guaranteed investment certificates and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable.

(continues)

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

Notes to Financial Statements

Year Ended December 31, 2021

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

Fees and licenses are due in advance at November 30th of each year for the following calendar year. Fees and licenses are recognized as revenue in the year to which they apply. Student and intern registration fees as well as revenue associated with initial registration, examinations, administering injections, prescribing for minor ailments, late fees, letters of good standing and accreditation fees are recognized when received. Interest revenue is recognized as earned. Cost recoveries resulting from Discipline Committee orders are recognized only when there is an established payment agreement in place with the member and the agreement terms are current, or if, in the opinion of the Board, there is a high probability that the cost will be recovered.

Contributed services

The board and its members benefit from contributed services in the form of volunteer time for various committees. Due to the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Land	\$ 26,000	\$ -	\$ 26,000	\$ 26,000
Buildings	484,937	353,339	131,598	137,081
Telephone equipment	8,141	7,158	983	1,229
Computer equipment	124,539	109,677	14,862	21,172
Furniture and fixtures	160,481	107,392	53,089	64,452
	\$ 804,098	\$ 577,566	\$ 226,532	\$ 249,934

4. ACCOUNTS PAYABLE

	2021	2020
Trade payables and accrued liabilities	\$ 44,379	\$ 57,145

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

Notes to Financial Statements

Year Ended December 31, 2021

5. FEES AND LICENSES COLLECTED IN ADVANCE

	2021	2020
Pharmacist	\$ 684,377	\$ 661,760
Business	400,585	387,860
Pharmacy Technicians	147,509	128,017
	\$ 1,232,471	\$ 1,177,637

6. COMMITMENTS

The board has entered into an agreement for the rental of office premises which includes base rent and operating costs for a 10 year period which commenced during 2019. As well, the board has commitments under a software management fee related to its In1Touch registration software, to Xerox in relation to the photocopier under operating lease and a management agreement with Martek Morgan Finch Inc. for the property at 488 Water Street. The board also has commitments to Thentia Canada Inc to pay for the implementation of software services in 2022. The ongoing fees to Thetia Canada Inc. are chargeable on a per license basis at a rate of \$3 per licensee, which is not included in the schedule below.

Contractual obligation repayment schedule:

2022	\$ 199,006
2023	163,506
2024	163,506
2025	165,705
2026	165,904
Thereafter	511,339
	<u>\$ 1,368,966</u>

7. INTERNALLY RESTRICTED FUNDS

The board had previously internally restricted net assets for the Discipline Legal Fund to be used as a contingency against any exceptional litigation fees resulting from disciplinary actions. During the year further funds were transferred to the cashable GIC's being held as internally restricted for Discipline Legal. The remaining balance of \$353,436 in this fund will be reviewed annually and maintained at a level determined by the board.

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

Notes to Financial Statements

Year Ended December 31, 2021

8. APOTHECARY HALL TRUST

Apothecary Hall Trust is a charitable organization controlled by the Newfoundland and Labrador Pharmacy Board. Apothecary Hall Trust was created to ensure the preservation of the profession of pharmacy in the Province of Newfoundland and Labrador through the maintenance of a Heritage Drugstore located at 488 Water Street, St. John's, Newfoundland and Labrador. The trust has a collection of antiquities and museum artifacts. The trust does not account for the collection in its records. Apothecary Hall Trust held the following assets and liabilities and generated the following revenue and expenditures:

	2021	2020
Assets	\$ 42,765	\$ 33,379
Liabilities and Net Assets	42,765	33,379
Revenues	2,975	128
Expenses	42,108	27,021

9. FINANCIAL INSTRUMENTS

The board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the board's risk exposure and concentration as of December 31, 2021.

(a) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The board is exposed to this risk mainly in respect of its receipt of funds from its customers and accounts payable. The board monitors its cash balances and cash flow from operations to meet its requirements.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The board is mainly exposed to interest rate risk.

(c) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The board has short term investments in Guaranteed investment certificates and has no long term debt. The interest bearing investments have limited exposure to interest rate risk due to the fixed rates on these investments.

Unless otherwise noted, it is management's opinion that the board is not exposed to significant other price risks arising from these financial instruments.

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD**Schedule of expenditures****(Schedule 1)****Year Ended December 31, 2021**

	2021	2020
Rent and freehold expenses	\$ 161,760	\$ 151,881
Museum grant	40,000	40,000
Computer programming	37,415	19,002
Bank charges and fees	36,923	30,121
Legal, discipline	33,498	31,666
Consulting fees	32,788	55,051
Audit and accounting	30,675	28,804
Per capita assessments	28,636	28,636
Amortization, other	19,618	23,242
Insurance	19,429	16,810
Office supplies	19,206	17,668
Telephone	14,529	13,026
Legal, other than discipline	11,430	8,377
Dues, fees, and memberships	6,418	7,665
Professional development	3,203	2,664
Postage and courier	1,052	1,210
Donations	500	-
Conference	178	176
	\$ 497,258	\$ 475,999

See notes to financial statements

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD**Schedule of building expenditures***(Schedule 2)***Year Ended December 31, 2021**

	2021	2020
Amortization	\$ 5,483	\$ 5,712
Management fees	6,000	6,000
Municipal taxes	10,731	9,957
Operating expenses	33,531	43,370
	\$ 55,745	\$ 65,039

See notes to financial statements



NEWFOUNDLAND & LABRADOR PHARMACY BOARD



Suite 201
145 Kelsey Drive
St. John's, NL
A1B 0L2



709.753.5877
877.453.5877



709.753.8615



inforx@nlpb.ca



[@nlpharmacyboard](#)

nlpb.ca