



Canadian Society of Hospital Pharmacists
Soci t  canadienne des pharmaciens d'h pitaux

CSHP NB Branch Delegate - Progress Report

Respectfully submitted by Marline Cormier-Boyd, CSHP NB Branch Delegate

May 2008

CSHP Executive Officers

President: Carolyn Bornstein

President-Elect: Richard Jones

President-Elect for 2008-9:

Past-President:

Director of Finance:

Shallen Letwin

Moira Wilson

CSHP Office Staff

The staff of CSHP including areas of responsibility are as follows:

CSHP National Office www.cshp.ca phone: (613) 736-9733 fax: (613) 736-5660

Myrella Roy, Executive Director, <mailto:mroy@csdp.ca>

Cathy Lyder, Coordinator, Professional & Membership Affairs,

clyder@csdp.ca *New*

Desarae Davidson, Acting-Operations Manager, ddavidson@csdp.ca *New*

Colleen Drake, Acting-Conference Administrator, cdrake@csdp.ca *New*

Gloria Day, CHPRB/Awards Administrator, gday@csdp.ca

Anna Dudek, Financial Administrator, adudek@csdp.ca

Janet Lett, Executive Assistant, jlett@csdp.ca

Robyn Rockwell, Membership Administrator, rrockwell@csdp.ca

Kirsty Phillips, Web Administrator kphillips@csdp.ca

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At any time, please do not hesitate to contact the staff at the national office with questions or concerns.

HIGHLIGHTS OF CSHP MIDTERM COUNCIL MEETING

Here are some of the highlights from the Council meetings held in very snowy Ottawa in March 2008 .

Strategic Planning Committee Meeting- Mar7/08, Ottawa

Strategic Planning Committee members in attendance: Council Exec, Don Kuntz (Sask), Janice Munro (BC), Marline (NB).

Reviewed :

- CSHP 2007- 2010 Strategic Business Plan reviewed & performance indicators & timelines determined for objectives, strategies & tactics
- CSHP 2015 initiative _Lily Survey, Revised objectives, Project Manager & steering committee structure, budget, web sign-up, communication plan, use of CSHP 2015 logo. CSHP 2015 objectives under reviewed based on the recent ASHP changes. ***CSHP 2015 bilingual poster prepared & displayed at the CSHP Professional Practice Conference 2008 also available to branches for, Branch AGM, educational sessions, etc.

Mid-term Council meetings (March 7 & 9):

- **CSHP Summer Education Sessions (CSHP-SES):** New name for CSHP AGM starting in 2009 Winnipeg
- **New Past Presidents Dinner format** starting at CSHP-AGM 2008. The traditional skit developed & performed by council delegates will be replaced by a brief PowerPoint presentation tribute to the current past president and then followed by an acknowledgement of the other CSHP past-presidents. Coordination will be done between Richard Jones (on behalf of council) & the host committee chairs.
- **Roberts Rules of Order** summary prepared & will be included in the CSHP new delegate & president's orientation. The document will also be posted on CSHP website for use by national & branch volunteers.
- **New AGM Business Meeting Format** to be launched at Aug 2008 AGM. Speakers will be limited to the President & Executive Director to report on behalf of Branch Delegates, Committees, Task Forces, Boards, etc. A power point presentation will be prepared with photos to collaborate with the relevant reports. The meeting will be followed by the informal wine & Chat session.
- **Pharmaceutical Partners of Canada (PPC) Travel Grant- Branch Administration Criteria:** This grant is no longer limited to CSHP events as per PPC's direction. Therefore we need to reconsider NB branch guidelines for this grant since it is currently aligned with the CSHP AGM summer sessions. The names of recipients, the name & location of conference attended, & grant \$amount must be reported to Janet Letts at national office. Expense receipts are maintained by the branch treasurer to support the grant amount.
- **Student Delegate Liaison to CAPSI.** The term of the CSHP student delegate liaison to CAPSI will be extended to 2year to be similar to the CPhA student liaison term. This will begin in 2009 to allow for alternate tear by CSHP & CPhA liaisons. This will allow more time for our liaison to become familiar with the CSHP & CAPSI council & improved ability to follow-up on initiatives during their term.

- **Membership Recruitment & Retention Grant** from national reviewed & will be continued but expanded to allow for membership retention incentives as well. A report needs to be submitted annually from each branch membership chair to the National membership chair for inclusion in their MCM report. This summary should include a description of the activity and the associated cost. The purpose of the report is to ensure accountability of funds & sharing amongst branches of recruitment ideas.
- **Care Beyond Cure**, 4th edition is being translated from French to English & will soon be available for publication & distribution via CSHP
- **CSHP Governance Working Group** continues to review national & branch activities, structure, & financials to clarify various roles & standardize processes wherever possible. Richard Jones chairs the group. They are currently reviewing appropriateness of alignment of national & branch fiscal years as well as standardization of CSHP membership fees.
- **Advocacy Campaign Status** at the branch level will become a standing report from each branch delegate. I suggest that *Advocacy campaign status* be added to NB branch council agenda template for routine attention.
- **Honorarium for speakers** at national conference included in budget:
- **New CSHP Positions** were elected by council. They will be for the 2008-9 year at the 2008 AGM.:
 - o New president-elect, Jason Howorko, Region Pharmacy Manager, Red Deer, Alberta (Alberta branch past president)
 - o New Director of Finance: Patrick Fitch, Senior Pharmacist & ICU clinical pharmacist, Victoria General Hospital, Winnipeg (current Manitoba delegate)
 - o CSHP rep to the Canadian Council for Continuing Education in Pharmacy (CCCEP): unfilled

Financial Updates:

- **Investment Policy revised** to reflect Branch considerations noted at the Aug 2007 meetings. The following statement has been added: *CSHP branches may not have sufficient funds to fully adhere to this policy. Branches should comply with the policy to the extent that their funds permit.*
 - **Budget 2008-2009:**
 - o Reserve fund should represent 6-month operating expense (\$800,000)
 - o Projected \$159,850 deficit budget
 Revenue (total \$1,797,300): ,
 - o COLA 2.2% adjustment,
 - o \$1500 for PEI branch visit
 Expenditures (total \$1,957,150):
 - Fill vacant positions (Coordinator, Professional & Membership Affairs, CSHP 2015 Project Manager, Public Relations staff
 - honorarium for national speakers
 - Stop hard copy preliminary AGM & PPC program
 Capital Budget: \$24,000
 - New server (\$11,000)
 - New photocopier(\$13,000)
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PSN Update

Based on the new CSHP Formation and Dissolution of a PSN Policy, the PSN Coordinating Committee recently recommended the **dissolution** of 3 PSNs – *Ambulatory Care* (almost 50% of members overlap with Primary Care PSN and there has been very little electronic activity), *Seamless Care* is a joint PSN with CPhA so this dissolution is pending their approval (most are involved with Safer Healthcare Now! but are being invited to join the Medication Safety and/or Primary Care PSNs) and the *Clinical Pharmacy Consultants* (no activity in this PSN for 18 months and no Chair).

Two **newly** approved and soon to be advertised PSNs are *Anticoagulation* and *Emergency Medicine*. We're changing and growing to meet the needs of our CSHP members.

Meetings

I attended the following meetings as a Council member since my last report:

- March 7, 2008 Strategic Planning Committee Meeting, Ottawa.
- March 8 & 9, 2008 Mid-Term Council Meeting in Ottawa

Next face-to-face meeting will be the Annual General Council Meetings in Saint John, New Brunswick from August 6-11, 2008 (Wed, Aug 6 - Strategic Planning Committee; Thursday, Aug 7 – Issues Day Meeting; Friday, Aug 8 – Council Meeting)

Mark your calendars for Annual General Meeting & Educational Sessions August 9 – 12, 2008 at the Saint John Hilton & Convention Centre, Saint John, New Brunswick !

This is my last report as NB-branch delegate. Thanks to the NB branch CSHP council. This term has been a wonderful experience that has enriched both my professional & personal life.

CSHP is very active and is moving forward. I encourage all hospital pharmacist to get involved with CSHP & become a volunteer in our Branch and across Canada to contribute to our success.

Best regards!!!