

# Becoming a Board Member

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College of Pharmacy of Newfoundland and Labrador

# Our Vision

Quality pharmacy practice and patient-centred healthcare through leadership and collaboration.

# Our Mission

The College of Pharmacy of Newfoundland and Labrador protects the public by regulating the profession of pharmacy to ensure quality and ethical care.

# Our Values

Accountability

Collaboration

Integrity

Respect

Transparency



# How Does CPNL Regulate?

CPNL is a professional self-regulatory body, which means the Government of NL has delegated the authority to regulate the profession of pharmacy to the members of the profession.

CPNL is established through the *Pharmacy Act, 2024*, which, along with the *Pharmacy Regulations, 2024* and *CPNL Bylaws*, comprise the main governing legislation.

## Pharmacy Act

### Regulations

### Bylaws

Code of Ethics

Standards &  
Guidelines

Interpretation Guides  
& Policies



# Core Responsibilities



## Registration and Licensing

- Register regulated pharmacy professionals and license pharmacies.

## Professional Practice

- Develop and maintain standards, guidelines, and policies for pharmacy practice and pharmacy operation.

## Quality Assurance

- Establish and maintain a quality assurance program to promote high standards for pharmacy practice and pharmacy operation.

## Complaints and Discipline

- Operate a complaints and discipline process to address concerns with the conduct of registered pharmacy professionals.

# Composition of the Board

8  
Elected Pharmacy  
Professionals

- 4 regional pharmacists
- 1 pharmacy technician
- 1 hospital pharmacist or pharmacy technician
- 2 at-large pharmacists or pharmacy technicians

4  
Appointed Public  
Representatives

- 2 government-appointed
- 2 board-appointed

Dean, Memorial School of Pharmacy

Registrar (non-voting)





# CPNL Board Responsibilities



Governance boards are responsible for the governance of the organization but are not responsible for its day-to-day operations.

CPNL is a governance board, and its day-to-day operations are carried out by the Registrar & CEO.

## Key Responsibilities

Oversight of CPNL's Governance Framework

Setting the Strategic Direction of CPNL

Overseeing Financial Management

Supporting CPNL's Core Responsibilities

Board Evaluation and Continuous Improvement

# Individual Board Member Responsibilities

## Public Protection

- Always act honestly, in good faith, and in the public interest.

## Compliance

- Comply with the Act, Regulations, Bylaws, policies, and other governing documents of CPNL

## Respect

- Act in a respectful and courteous manner and foster an environment that is free from harassment and discrimination, culturally safe, and that values diversity.

## Ethics

- Must demonstrate ethical decision-making and not use the position of board member for personal gain.

## Preparedness

- Stay informed on matters relevant to governing CPNL and actively monitor for and review correspondence on board issues; review all required materials in advance of board meetings and come prepared to fully participate in discussion on the matters listed on the meeting agenda.



# Individual Board Member Responsibilities

## Participation

- Participate actively and constructively in the business and discussions of the board and share ideas and opinions on relevant issues.

## Competence

- Exercise care, diligence, and skill of a reasonably prudent person in comparable circumstances.

## Confidentiality

- Sign and adhere to the CPNL Confidentiality Agreement, and all confidentiality requirements established by law.

## Conflicts of Interest

- Avoid and report all conflicts of interest, stepping back from relevant discussions or decisions as appropriate.

## Unity

- The board speaks as one voice and board members show support for the voted decisions.

## Organizational Reputation

- Avoid any conduct that may bring the reputation of CPNL in disrepute.





# Duty to Public Protection

Board members must always remain vigilant in their representation of the public.

Board members must act solely in the best interests of CPNL and the public and not prioritize the interests of those who elected or appointed them.

While board members may raise or discuss issues brought forward by registered pharmacy professionals or special interest groups, once the issue is brought to the board table, all board members must examine the issue from the perspective of public interest.



# Time Commitment

Board members are elected  
or appointed for a **3-Year**  
Term



During their term, board members are expected to:

- Attend four full-day Board meetings per year
- Spend 2-4 hours in preparation prior to each Board meeting
- Attend special meetings on short notice when possible
- Check Board email regularly and respond within 48 hours
- Attend professional development and training sessions
- Attend Board orientation and governance sessions
- Participate in travel and attendance at conferences *(if necessary)*
- Participate in Board committees

# Before Beginning Your Term as a Board Member



Prior to a board member beginning their term, they are required to provide the Registrar with the following:

Contact information

A declaration that they have reviewed and agree to abide by the *Pharmacy Act, 2024*, its Regulations, Bylaws, and all relevant governing documents approved by the Board.

A declaration that they have reviewed and agree to abide by the Code of Conduct established by the Board.

Consent to hold meetings by means of audio-visual technology or in a hybrid manner.

A signed confidentiality agreement.

A general declaration of conflict of interest.



Service to the profession  
through service on the Board.

