

NATIONAL
ASSOCIATION
OF PHARMACY
REGULATORY
AUTHORITIES

A N N U A L R E P O R T



2004 • 2005

Table of Contents

2	
	<i>NAPRA Board of Directors and Staff</i>
3	
	<i>NAPRA Committees 2004-2005</i>
5	
	<i>President's Report</i>
6	
	<i>Executive Director's Report</i>
9	
	<i>Auditors' Report and Audited Financial Statements</i>
12	
	<i>Notes to the Financial Statements</i>
13	
	<i>NAPRA Member Contact Information</i>

VISION, MISSION, VALUES, GOALS

Vision

Pharmacists in Canada providing care that consistently meets the highest possible standards.

Mission

The National Association of Pharmacy Regulatory Authorities (NAPRA) enhances the activities of the pharmacy regulatory authorities by:

- Representing the common interests of the Member organizations;
- Serving as a national resource centre; and
- Promoting the national implementation of progressive regulatory programs and standards.

Values

Value #1: The Optimal Health of Canadians

Our products, services and policies reflect our commitment to achieving the highest possible standard of health for Canadians.

Value #2: Respect for the Autonomy of each Member

We see our role as serving the Member Pharmacy Regulatory Authorities and taking actions that enhance and support their vision and goals.

Value #3: Teamwork and Partnerships

We strive for synergy by working together as a team and forming strategic and tactical partnerships with our stakeholders.

Value #4: Innovation and Creativity

We are driven to find new products, services and practices that will support the optimal health of Canadians.

Value #5: Transparency and Accountability

The decisions, policies and regulations that we promote fully meet the needs and requirements of our Members. We act in compliance with the guidance and counsel of our Members' representatives.

Value #6: Strong Leadership and Effective Governance

We lead and govern our organization with high standards, integrity, and committed stewardship.

Goals

Goal 1: Act as a national information clearinghouse and resource centre, and provide services to the Members in relation to all aspects of pharmacy regulation.

Goal 2: Represent, promote and facilitate, both nationally and internationally, the interests and activities of the Members.

Goal 3: Develop and maintain core competencies related to the professional practice of pharmacy, and promote their harmonization and uptake throughout Canada.

Goal 4: Develop models for regulating the profession of pharmacy and pharmacies, and facilitate access to such models.

Goal 5: Oversee, coordinate and promote the activities of the National Drug Scheduling Advisory Committee, and promote harmonization of the conditions of sale of drugs throughout Canada.

NAPRA BOARD OF DIRECTORS AND STAFF

April 2005



From left to right:

Front Row:

Janet Bradshaw, Jeannie Collins Beaudin, Neila Auld, Burke Suidan, Lois Cantin, Susan Wedlake, Linda Lytle, Don Rowe

Back Row:

Arvind Mani, Ronald Guse, Wally Kowalchuk, Greg Eberhart, Ray Joubert, Ken Potvin, Cathy Biggs, Bill Veniot, Arlene Crane

Absent:

Erica Gregory, Jeannette Hall, Sandeep Sodhi, Lt. Col. Régis Vaillancourt, Janet Zral

NAPRA COMMITTEES 2004-2005

Executive Committee

Burke Suidan, Chair, Vice-President - Alberta College of Pharmacists
Janet Bradshaw - Saskatchewan College of Pharmacists
Lois Cantin, President - Manitoba Pharmaceutical Association
Arlene Crane - Newfoundland and Labrador Pharmacy Board
Ken Potvin - Executive Director

National Drug Scheduling Advisory Committee (NDSAC)

Dr. Marilyn Caughlin, Chair - Regina, Saskatchewan
Dr. Jeff Taylor, Vice-Chair - Saskatoon, Saskatchewan
Dr. Mark Armstrong - Edmonton, Alberta
Dawn Frail - Halifax, Nova Scotia
Phil Hudson - Kitchener, Ontario
Dr. Larry Lynd - Vancouver, British Columbia
Margot Priddle - St. John's, Newfoundland
Fred Rumpel - Edmonton, Alberta
Micheline Ho (Observer, Therapeutic Products Directorate, Health Canada)
Joan Sayer (Observer, representing Consumers' Association of Canada)

National Advisory Committee on Pharmacy Practice (NACPP)

Ronald Guse, Chair - Manitoba Pharmaceutical Association
Ron Elliott - Canadian Pharmacists Association
Celine Corman - Canadian Society of Hospital Pharmacists
Carole McKie - Canadian Society of Consultant Pharmacists
Dr. Glen Pearson - Alberta College of Pharmacists
Margot Priddle - Newfoundland and Labrador Pharmacy Board
Dr. Brenda Schuster - Saskatchewan College of Pharmacists
Tinka von Keyserlingk - College of Pharmacists of British Columbia

Council of Pharmacy Registrars of Canada (CPRC)

Ronald Guse, Chair - Manitoba Pharmaceutical Association
Bill Veniot, Vice-Chair - New Brunswick Pharmaceutical Society
Neila Auld - Prince Edward Island Pharmacy Board
Greg Eberhart - Alberta College of Pharmacists
Jeannette Hall - Government of the Northwest Territories
Ray Joubert - Saskatchewan College of Pharmacists
Linda Lytle - College of Pharmacists of British Columbia
Don Rowe - Newfoundland and Labrador Pharmacy Board
Lt. Col. Régis Vaillancourt - Canadian Armed Forces
Susan Wedlake - Nova Scotia College of Pharmacists
Janet Zral - Government of Yukon
Ken Potvin - Executive Director (ex-officio)

National Advisory Committee on Licensing (NACL)

Neila Auld, Chair - Prince Edward Island Pharmacy Board
Cathy Biggs - Alberta College of Pharmacists
Carson Collins - Newfoundland and Labrador Pharmacy Board
Jeanne Eriksen - Saskatchewan College of Pharmacists
Dawn Frail - Nova Scotia College of Pharmacists
Scott McGibney - Manitoba Pharmaceutical Association
Dr. Brenda Osmond - College of Pharmacists of British Columbia
Bill Veniot - New Brunswick Pharmaceutical Society

NAPRA COMMITTEES 2004-2005

National Advisory Committee on Pharmacy Operations (NACPO)

Janet Bradshaw, Chair - Saskatchewan College of Pharmacists
Merv Blair - Alberta College of Pharmacists
Tim Fleming - Canadian Association of Pharmacy Technicians
Wally Kowalchuk - Prince Edward Island Pharmacy Board
Nancy Roberts - New Brunswick Pharmaceutical Society
Shelley Stepaniuk - Canadian Pharmacists Association

National Continuing Competence Program Core Steering Committee (NCCPCSC)

Ray Joubert, Chair - Saskatchewan College of Pharmacists
Hugh Ellis - New Brunswick Pharmaceutical Society
Dr. David Fielding - Association of Faculties of Pharmacy of Canada
Allan Greene - Prince Edward Island Pharmacy Board
Gary Groves - Saskatchewan College of Pharmacists
Doreen Leong - College of Pharmacists of British Columbia
Roberta Stasyk - Alberta College of Pharmacists
Pat Trozzo - Manitoba Pharmaceutical Association
Susan Wedlake - Nova Scotia College of Pharmacists

External Appointments

Canada Council for Accreditation of Pharmacy Programs

- Ray Joubert

CPhA/CSHP National Task Force on Pharmacy Technicians

- Merv Blair

Sectoral Study of Pharmacists and Pharmacy Technicians

- Lt. Col. Régis Vaillancourt

Canadian Network of National Associations of Regulators

- Ken Potvin

Canada Health Infoway

- Margot Priddle

National e-Therapeutics Network Advisory Group

- Don Makowichuk

CACDS-NAPRA e-Rx Task Force

- Jeff May and Bill Veniot

PRESIDENT'S REPORT



L o i s C a n t i n

This has been a year of considerable change for NAPRA. After 9 years at the helm of this organization, our founding Executive Director, Barbara Wells, accepted a position as Director of the Canadian Optimal Medication Prescribing and Utilization Service (COMPUS) with the Canadian Coordinating Office for Health Technology Assessment (CCOHTA). Although Barb's departure was a significant loss to NAPRA, it also gave us an opportunity to reflect, and to look ahead to the future.

We began an Executive Search in the early summer which resulted in the successful hiring of Ken Potvin on October 15, 2004. Ken comes to us with a very diverse background which includes leadership roles in industry, association, hospital, and community practice, and with degrees of Bachelor of Pharmacy from the University of Toronto, and a Master in Epidemiology from the University of Ottawa.

Ken's orientation to NAPRA began with the first NAPRA Eastern Regional meeting that was held in October, 2004 in St. John, New Brunswick. Since that time, he has risen to the challenges of the steep learning curve and of following in very strong footsteps.

Other staffing changes include the hiring of Arvind Mani as Director of Corporate Services, and we welcome him as a valuable addition to the organization. I would also like to acknowledge Cathy Biggs, Director of Pharmacy Practice, for her considerable work over the past year.

Members of the Board are to be commended for helping to smooth the Executive Director transition in 2004. In spite of not filling this position for several months, NAPRA continued to be represented at many stakeholder and consultation sessions. Thank you to the Registrars for establishing an on-call

schedule to deal with issues arising over the summer and fall. A very special thank-you to Ron Guse and Bill Veniot, Chair and Vice-Chair of CPRC, as well as to our Executive Director search committee of Ray Joubert, Burke Suidan, and Bill Veniot. A huge thank-you to our Executive Committee for the hard work and support over the past year.

Good luck and thanks to Linda Lytle, past chair of CPRC, on her upcoming retirement. We truly appreciate Linda's dedication and efforts in helping advance NAPRA's objectives over the past 10 years and wish her all the best for a very happy retirement.

As NAPRA marks its 10th anniversary, we should be proud of the considerable achievements of the past decade. This was never more obvious to me than when I attended the National Association of Boards of Pharmacy's (NABP) 100th Anniversary at their Chicago meeting in May 2004, and heard the praise for our very young organization.

We recently completed a strategic planning process, that I believe has set a common direction for NAPRA Members, and will allow us to determine actions to carry us through the next few years. I believe there is a commitment to NAPRA from all our Members that will serve our mutual interests well.

I am very honoured to have been President of NAPRA for the past two terms. It has been a privilege to meet and work with the elected representatives, as well as the members of CPRC. I will always be grateful to have had this opportunity and will continue to support NAPRA in any way I can.

I thank you all for your support, and offer my best wishes to the Board, incoming President, Executive, CPRC, and to our Executive Director and staff in the year to come.

EXECUTIVE DIRECTOR'S REPORT



K e n P o t v i n

This past year has been one of transition for the Association. After successfully navigating through a particularly challenging period, in the absence of an Executive Director for several months, NAPRA is beginning to operate once again as a fully functional organization. With a new strategic direction and plan well under development, the coming year promises to be one of further change and accomplishment.

Despite the unusual and difficult circumstances arising from the leadership and staffing changes, the Association maintained its visibility with external stakeholders. A summary of some of the activities NAPRA representatives were engaged in is provided in this report. Much was accomplished on behalf of the Members in 2004-05. The focus of this summary is on those activities that took place in the latter part of the year.

National Drug Scheduling Advisory Committee (NDSAC)

- A review of the national drug scheduling system, with broad stakeholder input, was conducted and reported on by NDSAC. One key finding was that the current scheduling system is working quite well.
- A meeting of NDSAC was held in December 2004, including a scheduling review of nicotine inhaler with the resultant recommendation to move the drug to Unscheduled status.
- Dr. Jeff Taylor was elected as Chair of NDSAC for 2005, and Dr. Mark Armstrong was elected Vice-Chair. The excellent work of outgoing Chair Dr. Marilyn Caughlin was acknowledged and greatly appreciated by NDSAC members.

Health Canada Consultations

- Discussion with the Natural Health Products Directorate (NHPD) regarding implementation problems associated with the Natural Health Product Regulations.
- Participation in the “Enhancing Interdisciplinary Collaboration in Primary Health Care (EICP) Initiative” task group sessions.
- Participation in the federal/provincial/regulators meeting on the cross-border drug industry hosted by Health Canada. One outcome of the meeting that is being pursued is a second joint regulators forum to be held in 2005.
- Facilitation of resolving the “Look alike/Sound alike” drug name issue with Health Canada.
- NAPRA-Therapeutic Products Directorate (TPD) Bilateral Meeting in November 2004.
- Participation in the Veterinary Drugs Directorate (VDD) discussions regarding the Health Protection Legislative Renewal initiative.
- Participation in discussions on General Safety Requirements as part of the Health Protection Legislative Renewal initiative.
- Participation in the Internationally Educated Health Professionals Project Identification Workshop.
- Discussions with the Marketed Health Products Directorate (MHPD) on potential funding of information materials directed toward pharmacists that would be based on Health Canada advisories.
- Participation in stakeholder consultations surrounding the introduction of buprenorphine (an alternative to methadone) into the Canadian market.
- Initial engagement on the Health Canada/Statistics Canada joint initiative addressing health human resources and education.

Other Government Relations

- Presentation to the U.S. Senate's Health & Human Services Task Force on Drug Importation in Washington, DC.
- Meeting with the federal Health Minister and senior Health Canada officials on issues regarding the cross-border export of prescription drugs.
- Presentation to the Standing Committee on Citizenship & Immigration on international pharmacy graduates and their integration into the Canadian health care system.
- Meeting with Human Resources & Skills Development Canada (HRSDC) regarding the Pharmacy Sector Study.

Other Consultations

- Participation in the Pharmacy Examining Board of Canada (PEBC) stakeholder review.
- Participation in consultation sessions of the Canadian Coordinating office for Health Technology Assessment (CCOHTA) for the new program, Canadian Optimal Medication Prescribing and Utilization Service (COMPUS).
- Participation in the development of draft electronic prescribing regulations with Health Canada, and the associated technology standards under development at Canada Health Infoway (CHI).
- Commencement of work with the Canadian Institute for Health Information (CIHI) on the establishment of a national pharmacy health human resource database (the second of five new health professional human resource databases).
- Ongoing representation on the Board of the Canadian Council for Accreditation of Pharmacy Programs (CCAPP).
- Participation in the *Pharmacy Education in the Future* Conference (to discuss the implications of changing to an entry level Pharm D program) hosted by the Leslie Dan Faculty of Pharmacy at the University of Toronto.
- Participation in the Canadian Foundation for Pharmacy Executive Workshop.
- Representation of NAPRA at the Canadian Society

of Hospital Pharmacists' (CSHP) 2005 Professional Practice Conference.

- Participation in the Canadian Association of Chain Drug Stores' (CACDS) 7th Annual Chain Drug Conference.
- Consolidation of Council of Pharmacy Registrars of Canada (CPRC) feedback to the Association of Faculties of Pharmacy's Structured Practice Experiential Programs (SPEP) Task Force Report.
- Participation in a session hosted by the Canadian Medical Association (CMA) to discuss cross-border export of prescription drugs and develop a joint media release, with CMA/Canadian Pharmacists Association (CPhA)/ Canadian Medical Protective Association (CMPA)/Federation of Medical Regulatory Authorities of Canada (FMRAC).
- Ongoing representation on the National eTherapeutics Network.

Professional Practice Initiatives

- Development of revised Standards of Practice for Schedule II and III drugs.
- Development of draft Guidelines to Pharmacy Compounding.
- Ongoing communication to Provincial Regulatory Authorities (PRAs) and pharmacists (via E-Link) regarding Health Canada Advisories and Safety Alerts.

Board Activities

- Welcomed and provided an orientation for Erica Gregory, the elected representative from the College of Pharmacists of British Columbia, replacing Shawn Sandhu.
- Planning and support for regular Executive Committee meetings.
- Planning and support for two Board meetings and three CPRC meetings.
- Preparation of a situational analysis, along with planning and support for a Board Strategic Planning Session.
- Initiation of Regional NAPRA Meetings, commencing with the Eastern region in October 2004.

Other Initiatives

- Participation in a joint meeting with CPhA at their 2004 Annual Conference in Niagara Falls.
- Attended Canadian Society of Hospital Pharmacists (CSHP) 2004 Annual General Meeting.
- Attendance at the National Association of Boards of Pharmacy (NABP)'s 100th Anniversary Meeting in Chicago.
- Collaborated as a member of the Pharmacy Sector Study Corporation (with the CPhA and the CACDS), to conduct the Pharmacy Human Resources Sector Study. NAPRA is represented on the Management Committee and the Steering Committee.
- Participation in the Importation & Compounding of Animal Drugs Task Force, addressing pharmaceutical compounding issues as it pertains to veterinary practice. This included a presentation to the Canadian Animal Health Institute Semi-Annual General Meeting.
- Participation in a panel discussion on cross-border drug trade at the Canadian-American Business Council meeting in Montreal.
- Discussions began for a closer alliance between NAPRA and NABP.
- Discussions with NABP on VIPPS implementation strategies.
- External outreach to a wide range of pharmacy stakeholder associations, and other organizations dealing with regulatory issues, to increase NAPRA's profile and collaborative opportunities.

Administrative Activities

- Cathy Biggs commenced role as Director of Pharmacy Practice Support Programs.
- Arvind Mani assumed role of Director of Corporate Services.
- Media training provided to Executive Director.
- Implementation of a benefits program for NAPRA

employees, with the excellent cooperation of CPhA.

- Participation in educational programs offered by the Canadian Society of Association Executives (CSAE).
- Attendance at a presentation by NAPRA's legal counsel, on the impact of the impending enactment of Bill C-21 (the new Not-for-Profit Corporations Act).
- Maintenance and enhancement of NAPRA's E-Link system.

The coming year will undoubtedly be an active one for the Association, and I expect to focus less on orientation and more on delivery of services to our Member PRAs. The Board of Directors, and the Council of Pharmacy Registrars, have all been extremely welcoming and helpful in my transition into the Executive Director's position. The Executive Committee has provided excellent support and guidance, and has made themselves available as duty called.

I am grateful for the support of one person in particular, Lois Cantin our President, for having taken on a huge amount of work in orienting and supporting me in my role with NAPRA. Thank you, Lois, for all that you have done for me in the past six months.

The Association is on solid footing once again, and is well-positioned to represent the profession of pharmacy on regulatory matters. I am truly excited and thankful to be associated with such a great organization.

AUDITORS' REPORT AND AUDITED FINANCIAL STATEMENTS

TO THE MEMBERS OF THE NATIONAL ASSOCIATION OF PHARMACY
REGULATORY AUTHORITIES

We have examined the balance sheet of the National Association of Pharmacy Regulatory Authorities as at December 31, 2003 and December 31, 2004 and the statement of revenue and expense and equity for the year ended December 31, 2004. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the National Association of Pharmacy Regulatory Authorities, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2003 and December 31, 2004 and the results of its operations for the years ended December 31, 2004 in accordance with Canadian generally accepted accounting principles.

Borth Gertman Schyns LLP

CHARTERED ACCOUNTANTS

OTTAWA, Ontario

March 15, 2005

BALANCE SHEET

As At December 31, 2004

	2004	2003
ASSETS		
CURRENT ASSETS		
Cash	\$ 32,060	\$ 74,567
Short-term investments – at cost (market value \$309,855 – 2003 - \$99,794)	309,855	99,794
Accounts receivable	10,680	76,748
Prepaid expenses	2,114	1,088
	<u>354,709</u>	<u>252,197</u>
CAPITAL ASSETS		
Furniture and fixtures	25,261	23,642
Computer equipment and software	43,905	39,176
Leasehold improvement	4,250	4,250
	<u>73,416</u>	<u>67,068</u>
Less: Accumulated amortization	64,872	59,918
	<u>8,544</u>	<u>7,150</u>
	<u>363,253</u>	<u>259,347</u>
LIABILITIES AND MEMBERS' EQUITY		
CURRENT LIABILITIES		
Accounts payable and accrued charges	\$ 427	\$ 45,006
	<u>362,826</u>	<u>214,341</u>
MEMBERS' EQUITY	<u>363,253</u>	<u>259,347</u>

SIGNED ON BEHALF OF THE BOARD:



Counsellor



Counsellor

STATEMENT OF REVENUE AND EXPENSE AND MEMBERS' EQUITY

For the Year Ended December 31, 2004

	2004 (Actual)	2004 (Budget) (Note 5)
REVENUE		
Membership fees	\$ 649,622	627,200
Special projects	21,944	–
Interest income	<u>5,935</u>	<u>5,000</u>
	677,501	632,200
EXPENSES		
Drug scheduling	840	2,000
Issues management	5,809	22,400
CPRC	7,996	8,900
Licensing – maintain competencies	6,000	15,675
Licensing – maintain framework	5,000	13,000
Licensing – address demand for pharmacists	80	6,100
Licensing – jurisprudence exam/licensing tools	29,536	42,000
Pharmacy operation	146	1,500
Practice standards	462	4,000
Professional development	7,842	21,840
Specialty certification	17,867	4,000
Administration – salaries and benefits	243,213	344,085
Administration – financial resources management	7,109	5,310
Administration – physical plant and equipment	58,167	58,850
Communications – website	30,518	44,500
Communications – annual report	2,714	3,000
Communications – corporate representation	29,292	5,000
Communications – database/webmail	11,782	12,000
Governance – board meetings	17,834	5,750
Governance – executive, orientation, O & D insurance	41,855	4,810
Amortization	<u>4,954</u>	<u>7,000</u>
	529,016	631,720
NET REVENUE FOR THE YEAR	148,485	480
MEMBERS' EQUITY, beginning of year	214,341	
MEMBERS' EQUITY, end of year	362,826	

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2004

1. ORGANIZATION

The National Association of Pharmacy Regulatory Authorities is an incorporated not-for-profit organization which facilitates the national activities of provincial pharmacy regulatory authorities in their service of the public interest.

2. CAPITAL ASSETS

Capital assets are recorded at cost and are being amortized as follows:

Furniture and equipment	5 years	Straight-line
Computer equipment and software	4 years	Straight-line
Leasehold improvement	5 years	Straight-line

3. OPERATING LEASE

The Association leases its premises under an operating lease which expires January 31, 2009. Minimum lease payments for the next five fiscal years are as follows:

2005	\$6,543
2006	\$6,543
2007	\$6,543
2008	\$6,543
2009	\$ 545

In addition, the Association pays as additional payments, its share of realty taxes and operating costs.

4. INCOME TAX STATUS

The Association is exempt from income tax in Canada as a not-for-profit entity under Section 149(1)(L) of the *Income Tax Act (Canada)*.

5. BUDGET FIGURES

The budget figures are unaudited and are as provided by the Association's management.

6. COMPARATIVE FIGURES

Comparative figures for the Statement of Revenue and Expense and Members' Equity have been omitted as the categories have been radically modified for 2004.

NAPRA MEMBER CONTACT INFORMATION

Alberta College of Pharmacists

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Manitoba Pharmaceutical Association

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Newfoundland and Labrador Pharmacy Board

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488 Water Street
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Prince Edward Island Pharmacy Board

South Shore Professional Building
Trans Canada Highway
Crapaud, PE COA 1J0
peipharm@pei.aibn.ca
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Government of the Northwest Territories

Health Professional Licensing
Dept. of Health and Social Services
8th Floor, Centre Square Tower
Box 1320
Yellowknife, NT X1A 2L9
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Canadian Forces Health Services

Directorate of Medical Policy
1745 Alta Vista Drive, Room 207
Ottawa, ON K1A 0K6
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Fax: (613) 945-6745

College of Pharmacists of British Columbia

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Fax: 1-800-377-8129

New Brunswick Pharmaceutical Society

373-B Urquhart Avenue
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Nova Scotia College of Pharmacists

1464 Dresden Row
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Saskatchewan College of Pharmacists

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Government of the Yukon

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