

**FLORIDA** | Board of Pharmacy

**Tripartite Committee**

# Draft Meeting Minutes

**March 26, 2018**  
Telephone Conference



**Debra B. Glass**  
Committee Chair

**C. Erica White**  
Executive Director

Monday, March 26, 2018 at 9:30 AM

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**Call to Order** - The meeting was called to order by the Committee Chair, Debra Glass at 9:31 a.m.

**Roll Call** - Those present during the meeting included the following:

**Committee Members**

Debra B. Glass, BPharm – Chair  
Carsten Evans, Ph.D., RPh  
Jonathan Hickman, PharmD  
Michael Jackson, RPh  
Jeenu Philip, BPharm  
Amy H. Schwartz, PharmD, BCPS  
Michelle Weizer, PharmD., BCPS

**Attorneys**

Board Counsel:  
Lawrence Harris, Assistant Attorney General

**Board Staff:**

C. Erica White, Executive Director  
Sophie Amoroso, Regulatory Supervisor

Meeting opened with comments by Debra B. Glass, Chair. Ms. Glass thanked everyone for being on the call.

1. **Continuing Education Approval Process Review**

- **Use of CE Broker – review and routing procedures**  
Ms. Glass talked about everyone receiving the tutorial from CE Broker, which was sent out by the Board Office. She stated that the tutorial was self-explanatory. Also, committee members should wait until two (2) people have reviewed a program before “signing off” that the program has been approved. This is not a new process, but Ms. Glass wanted to ensure that all committee members were aware of the procedure for reviewing assigned programs within the fourteen (14) day timeframe.
- **Sign off on program (only if you are the 2<sup>nd</sup> reviewer and approve)**  
Ms. Glass stated that the files contained within CE Broker for review are legal documents; therefore, we need to have a history and be able to go back and track the review history. Committee members should put their brief comments and their initials into the file so that an appropriate audit/history trail is being created. Committee members should stick with the fourteen (14) day review timeframe to ensure that everything is approved timely.
- **Read the information carefully (verify number of hours requested)**  
Ms. Glass encouraged Committee members to review documents and do their “due diligence” to ensure that the number of hours is consistent with what is requested within the materials.

- **Timeliness (notify Board Office if unable to complete review in 14 days) deadline**  
Ms. Glass encouraged Committee members to notify the Board Office if they are going to be on vacation, and unable to review the programs within the fourteen (14) day timeframe. This is just a courtesy to help the Committee members meet the necessary timeframe.
- **CV required on all programs (auditing requirement)**  
Ms. Glass stated that the CV for the presenter is required to be provided on all programs. Ms. Glass stated that audits can occur at any time, either by the Board Office or by an outside entity. The audit will occur of the program, and not the individual presenting the program. The Tripartite Committee audits the program and the provider, which means that the provider will need to provide the CV for any presenter the provider utilizes to present the specific information within the program.
- **Stick to requests being timely submitted (45 days in advance)**  
Ms. Glass stated that the Committee should be sticking to the 45-day notice, and asked for clarification regarding if Board staff could notify the person that they have not met the 45-day time requirement. Board Counsel, Lawrence Harris, said that that the Committee cannot delegate a denial to staff of the program itself. Mr. Harris also said that the Board staff can notify the Committee members that the program was not timely submitted. Only the Board of Pharmacy can vote to deny a program offered by a provider or a request by an individual, based on the recommendation of the Tripartite Committee.
- **Email Board Office when finished with your review to assist with timeliness of approval in the 14-day window to prevent unnecessary follow up)**  
Ms. Glass asked that Committee members please e-mail Board Staff when they have completed their review of any assigned CE programs in CE Broker – due to the fact that the current position for handling CE Broker has not been filled. This will help facilitate the fourteen (14) day review by the Committee.
- **Requests for additional information – process**  
Ms. Glass stated that if any committee members need additional information to please route those requests through the Board Office. This will allow for the appropriate paper trail to be created, so that staff can keep up the timeframe regarding how long it is taking for the information to be received by the Board Office.

2. **Report on current CE Program/Provider applications**

Erica White, Executive Director, provided the current report on pending approvals for CE Program/Provider applications. There are currently 22 active (unreviewed) CE Programs, and 9 active (reviewed) CE Programs which are awaiting additional information. These numbers include programs from providers which have not been approved by the Committee, and which will be recommended for denial at the upcoming Board meeting in June 2018.

3. **Update on Board Staff**

Ms. White provided the update on current Board of Pharmacy Staff. The Board Staff are about five (5) positions vacant. The Board Office is going through a reorganization, which will bring the Board of Orthotists and Prosthetists and Board of Podiatry to the Board of Pharmacy Office. With this reorganization, there will be an additional Supervisor and staff person being

added to the Pharmacy staff.

4. **New Business**

Ms. White sent a copy of form DOH/MQA/PH 112 – Individual Requests for Continuing Education Credit, to the Committee for discussion to see whether or not the Committee would agree to receive a scanned copy of the form. The original form requires that the applicant submit four (4) copies of the form, and does not specify how the form should be submitted. Ms. White suggested that the form be changed to remove the duplicate copy requirement, and also to allow an applicant to submit the form by mail, e-mail (scanned) or facsimile. Board Counsel Harris will work with Ms. White to update form DOH/MQA/PH 112, to make any necessary changes or corrections.

5. **Questions and Answers**

Ms. Glass asked for clarification regarding where the ratifications would be included on the agenda for future Board meetings where there are denials on CE Programs/Providers.

Ms. Glass also brought up discussion items regarding Consultant Pharmacist programs and program approvals for continuing education.

Future meeting dates will be in mid-July 2018 and mid-November 2018, and Ms. Glass asked Board members to please place these dates on their calendars.

6. **Adjourn**

Ms. Glass made a motion to adjourn the meeting and the motion was properly seconded. Meeting adjourned at 10:33 a.m.