



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Monday 30th September 2019
9:00 a.m. to 4:30 p.m.

COUNCILORS

Kevin Hamilton, President
Petr Prochazka, Vice President
Wendy Clark, Executive Treasurer
Jennifer Ludwig, Past President (*participated by videoconference*)
Laurie Andrews, Public Representative (*arrived at 9:09 am*)
Donna Forbes, Public Representative
Don Himbeault, Public Representative
Bharti Kapoor, Public Representative
Dr. John Toole, Public Representative (*arrived at 9:30 am*)
Sonal Purohit, Pharmacist
Derrick Sanderson, Pharmacist (*participated by videoconference*)
Kurt Schroeder, Pharmacist
Todd Mereniuk, Pharmacist
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

LIAISONS TO COUNCIL

Jennifer Gibson, CSHP-Manitoba Branch Liaison
Dr. Brenna Shearer, Pharmacists Manitoba Liaison
Danika Vandale, College of Pharmacy Student Liaison (*arrived at 12:51 pm*)

COLLEGE STAFF

Susan Lessard-Friesen, Registrar
Jill Hardy, Deputy Registrar
Rani Chatterjee-Mehta, Assistant Registrar, Quality Assurance
Kathy Hunter, Assistant Registrar, Field Operations
Meret Shaker, Practice Consultant
Ronda Eros, Practice Consultant
Lori McKietiuik, Operations Manager
Lindsay Henderson, Executive Assistant/Scribe

REGRETS

Nicole Nakatsu, Pharmacist
Susan Balagus, Pharmacy Technician Liaison
Dinah Santos, PEBC Liaison

1. Call to Order

a. Welcome & Introductions

K. Hamilton convened the meeting at 9:00 a.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

K. Hamilton acknowledged the treaty and traditional lands of First Peoples and the Metis Nation and pledged a commitment to reconciliation and collaboration with Indigenous communities.

c. College Mission

Council acknowledged the College Mission and its responsibility to make decisions in the public interest.

“To protect the health and well – being of the public by ensuring and promoting safe, patient-centered and progressive pharmacy practice in collaboration with other health-care providers.”

d. Declaration of Conflict-of-Interest

Council members were invited to declare any conflict-of-interest. The following were declared:

- i. P. Prochazka - Agenda Items 10.e.1. & 10.e.2., Sale of NAPRA Schedule III & II Drugs Practice Directions
- ii. S. Purohit - Agenda Items 10.e.1. & 10.e.2., Sale of NAPRA Schedule III & II Drugs Practice Directions

Council considered the declarations and determined the all Council members could participate fully in all discussions. P. Prochazka and S. Purohit were asked to abstain from voting on items in conflict.

2. Regulatory Trends – Recommended Reading

As recommended by the Executive Committee, information on good governance and regulatory trends was presented to Council.

3. Additions to Agenda & Approval of Agenda

MOTION 123/19 (K. Schroeder / T. Mereniuk)

To approve the agenda as circulated.

CARRIED

4. Approval of July 22, 2019 Meeting Minutes

MOTION 124/19 (K. Schroeder / D. Forbes)

To approve the Minutes of the July 22, 2019 Council Meeting as circulated.

CARRIED

5. Business Arising

A summary of Business Arising was circulated to Council in advance of the meeting.

6. Strategic Plan Update – Dashboard

MOTION 125/19 (W. Clark / T. Mereniuk)

Council will receive updates on the efforts of the CPhM committees and staff, in relation to the strategic plan objectives, through the new dashboard format.

CARRIED

MOTION 126/19 (P. Prochazka / S. Purohit)

Council will receive updates on key performance indicators (KPIs), or metrics, on a biannual basis. These updates will be included on the dashboard in the December and June Council meeting packages.

CARRIED

7. Operations Report

The Operations Report was circulated to Council in advance of the meeting.

MOTION 127/19 (K. Schroeder / T. Mereniuk)

To accept the Operations Report for information.

CARRIED

8. Financial Reporting and Monitoring

a. 2019 Budget Update and Year over Year

MOTION 128/19 (L. Raman-Wilms / P. Prochazka)

To accept the 2019 Budget Update for information.

CARRIED

b. Approval of 2020 Budget

MOTION 129/19 (K. Schroeder / T. Mereniuk)

To move to an in camera session at 9:40 am.

CARRIED

MOTION 130/19 (W. Clark / D. Forbes)

To approve the draft 2020 Budget as presented.

In Favour: 11

Opposed: 3 (K. Schroeder, L. Andrews, T. Mereniuk)

CARRIED

MOTION 131/19 (K. Schroeder / L. Andrews)

To move out of in camera session at 9:50 am.

CARRIED

MOTION 132/19 (S. Purohit / D. Himbeault)

To accept the Finance & Risk Management Committee Report to Council, originally circulated and accepted at the July 22, 2019 Council Meeting, for information.

CARRIED

c. Auditor Appointment Process

MOTION 133/19 (W. Clark / P. Prochazka)

To retain Grant Thornton as auditor for the 2020 fiscal year with the request that the partner on the audit engagement team rotates to strengthen auditor independence in the process.

CARRIED

Given the best practice trends suggested by the literature review provided to Council, and in an effort to enhance accountability, Council recommended the Finance & Risk Management Committee explore options for a performance appraisal tool, and policy and practices governing the process, to evaluate service delivered by an external auditor.

9. Committee Reports

President K. Hamilton turned the Chair over to P. Prochazka, Vice-President.

a. Executive Committee

The Executive Committee Report was circulated in advance of the meeting.

MOTION 134/19 (S. Purohit / K. Hamilton)

To accept the Executive Committee Report for information.

CARRIED

P. Prochazka returned the Chair to K. Hamilton.

b. Quality Assurance Committee

The Quality Assurance Committee Report, including the Standards of Practice Division Report and the Professional Development Division Report, was circulated in advance of the meeting.

MOTION 135/19 (K. Schroeder / W. Clark)

To accept the Quality Assurance Committee Report for information.

CARRIED

c. Governance Committee

Council was provided with a verbal update on the work of the Governance Committee.

d. Finance & Risk Management Committee

The Finance & Risk Management Committee Report was circulated in advance of the meeting and discussed during agenda item 8. Financial Report and Monitoring.

e. Board of Examiners

The Board of Examiners Report was circulated in advance of the meeting.

MOTION 136/19 (T. Mereniuk / L. Andrews)

To accept the Board of Examiners Report for information.

CARRIED

MOTION 137/19 (L. Raman-Wilms / B. Kapoor)

To approve the addition of two requirements for applicants to be placed on the Academic Register:

- a. the applicant must successfully complete the Manitoba Jurisprudence Exam, and
- b. the applicant must provide a Manitoba Child Abuse Registry Check and aa Manitoba Adult Abuse Registry Check.

CARRIED

MOTION 138/19 (L. Raman-Wilms / L. Andrews)

That exemption from the standard language proficiency requirement only applies to Accreditation Council for Pharmacy Education (ACPE) and Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accredited programs within Canada and the United States and does not apply to these programs that may exist outside of Canada and the United States.

CARRIED

f. Discipline Committee

The Discipline Committee Report was circulated in advance of the meeting.

MOTION 139/19 (T. Mereniuk / B. Kapoor)

To accept the Discipline Committee Report for information.

CARRIED

g. Awards & Nominating Committee

The Awards and Nominating Committee has not met since its last Report to Council.

h. Audit Committee

The Audit Committee has not met since its last Report to Council.

i. Extended Practice Advisory Committee

The Extended Practice Advisory Committee has not met since its last Report to Council.

j. Complaints Committee

The Complaints Committee Report was circulated in advance of the meeting.

MOTION 140/19 (T. Mereniuk / B. Kapoor)

To accept the Complaints Committee Report for information.

CARRIED

MOTION 141/19 (D. Forbes / W. Clark)

To approve the recommended revisions to the wording on applications for registration and licensure, including the 2020 Practicing Pharmacist License Application, and specifically declarations pertaining to addiction and criminal record history.

CARRIED

- j. Ad Hoc Committee on Compounding
The Ad Hoc Committee on Compounding has not met since its last Report to Council.

- l. Safety IQ Advisory Committee
The Safety IQ Advisory Committee Report and platform criteria document were circulated in advance of the meeting.

MOTION 142/19 (L. Raman-Wilms / L. Andrews)

To accept the Safety IQ Committee Report for information.

CARRIED

MOTION 143/19 (J. Ludwig / S. Purohit)

To approve the Safety IQ Committee's recommendation for external reporting platform criteria.

CARRIED

10. Unfinished Business

- a. Inducements/Loyalty Programs

The Working Group met on September 4, 2019.

MOTION 144/19 (W. Clark / D. Forbes)

That CPhM legal counsel contact the legal teams of the Alberta College of Pharmacy (ACP) and the College of Pharmacists of British Columbia (CPBC) for consultation regarding their respective experiences in pursuing the ban and court challenges thereafter.

Abstention: 1 (P. Prochazka)

CARRIED

MOTION 145/19 (W. Clark / B. Kapoor)

That CPhM staff consult with other jurisdictions (ACP, CPBC) to receive clarity on the timelines over which their reported costs were incurred.

Abstention: 1 (P. Prochazka)

CARRIED

- b. NAPRA Sterile Compounding Update
An update was provided on the implementation of NAPRA sterile compounding standards. All pharmacies engaged in sterile compounding must implement the standards in accordance with the Council approved implementation schedule.

- c. Proposed Amendments to *The Pharmaceutical Act* and Regulation to Expand Pharmacist Prescriptive Authority

MOTION 146/19 (S. Purohit / P. Prochazka)

That the risk assessment relating to the proposed amendments to *The Pharmaceutical Act* (The Act) and Regulation be presented to the Minister of Health, Seniors, and Active Living at the College's next meeting with the Minister.

CARRIED

d. Pharmacy Services

MOTION 147/19 (L. Raman-Wilms / J. Ludwig)

To direct the pharmacy in this matter to select a practice model in compliance with current legislation within six months.

CARRIED

e. Stakeholder Feedback Practice Directions

1. Sale of NAPRA Schedule III Drugs

MOTION 148/19 (K. Schroeder / T. Mereniuk)

To approve the Sale of NAPRA Schedule III Drugs Practice Direction as circulated.

All in favour: 5

Opposed: 1

Abstentions: 6 (incl. P. Prochazka, W. Clark, S. Purohit, Dr. Toole)

CARRIED

2. Sale of NAPRA Schedule II Drugs

MOTION 149/19 (K. Schroeder / W. Clark)

To approve the Sale of NAPRA Schedule II Drugs Practice Direction as circulated.

All in favour: 7

Opposed: 0

Abstentions: 6 (incl. P. Prochazka, S. Purohit, Dr. Toole, L. Andrews)

CARRIED

3. Lock and Leave Component

MOTION 149/19 (K. Schroeder / W. Clark)

To approve the Lock and Leave Component Practice Direction as circulated.

CARRIED

4. Transfer of Patient Care

5. Prescribing Practice Direction

MOTION 150/19 (K. Schroeder / T. Mereniuk)

To refer the Transfer of Patient Care and Prescribing Practice Directions, and stakeholder feedback, to the Standards of Practice Division of the Quality Assurance Committee for further review.

CARRIED

6. Incidents and Discrepancies

MOTION 151/19 (K. Schroeder / L. Andrews)

To refer the Incidents and Discrepancies Practice Direction and stakeholder feedback to the Standards of Practice Division of the Quality Assurance Committee for further review.

CARRIED

f. Community Pharmacy Safety Culture Toolkit

The final design of the toolkit was circulated in advance of the meeting for information. The toolkit was launched at the Safety IQ professional development event on September 26, 2019, and will be featured in the Fall 2019 CPhM Newsletter.

g. *The Accessibility for Manitobans Act* and Elevator

MOTION 152/19 (D. Sanderson / T. Mereniuk)

That the College discontinue plans to install an elevator or lift in the building. The College is presently able to meet the requirements under *The Accessibility for Manitobans Act* and provide access to events held at the CPhM office building.

CARRIED

MOTION 153/19 (T. Mereniuk / S. Purohit)

That the objective of the Strategic Plan to plan and project manage the elevator addition be considered complete.

CARRIED

MOTION 154/19 (K. Schroeder / D. Himbeault)

That current CPhM practices to provide accessibility be formalized in a policy for Council approval. Once approved, the accessibility policy and corresponding practices be summarized and made available to the public through the various communication tools of the College (website, paper version available at the College office, etc.) so that individuals planning to attend the College office may be aware of the accessibility options available to them.

CARRIED

h. CPhM vs. Non-Practicing Member Update

A verbal update was provided to Council on the ongoing legal action taken against a non-practising member.

11. New Business

a. 2020 Application Forms for Approval

MOTION 155/19 (K. Schroeder / T. Mereniuk)

To approve the 2020 application forms, with date and/or fee changes only, as circulated.

CARRIED

MOTION 156/19 (K. Schroeder / T. Mereniuk)

To approve the 2020 Application for Initial Registration as an Extended Practice Pharmacist form as circulated.

CARRIED

MOTION 157/19 (K. Schroeder / W. Clark)

To approve the 2020 Application for Registration and Initial Licensure for Graduates of a Faculty of Pharmacy Outside of Canada form as circulated.

CARRIED

MOTION 158/19 (T. Mereniuk / K. Schroeder)

To approve the 2020 Application for Registration and Initial Licensure Under the Canadian Mobility Agreement form as circulated.

CARRIED

MOTION 159/19 (T. Mereniuk / P. Prochazka)

To approve the 2020 Intern Application for the College of Pharmacists of Manitoba form as circulated.

CARRIED

MOTION 160/19 (T. Mereniuk / S. Purohit)

To approve the 2020 Application for Authorization to Prescribe a Drug Included in Schedule 3 to the Pharmaceutical Regulation for Self-Limiting Conditions (not including Smoking Cessation) form as circulated.

CARRIED

MOTION 161/19 (T. Mereniuk / D. Forbes)

To approve the 2020 Temporary Certificate of Registration and Temporary Licensure Application form as circulated.

CARRIED

MOTION 162/19 (S. Purohit / L. Andrews)

To approve the 2020 Application for Pharmacy Licence for a New Community Pharmacy form as circulated.

CARRIED

MOTION 163/19 (D. Forbes / L. Raman-Wilms)

To approve the 2020 Application for Pharmacy Licence for a New Hospital Pharmacy form as circulated.

CARRIED

MOTION 164/19 (T. Mereniuk / B. Kapoor)

To approve the Pharmacy Technician Structured Practical Training (SPT) Notification form for 2020 as circulated.

CARRIED

MOTION 165/19 (S. Purohit / Dr. Toole)
To approve the Preceptor Application form for 2020 as circulated.

CARRIED

MOTION 166/19 (T. Mereniuk / L. Raman-Wilms)
To approve the 2020 Academic Register Application form as circulated.

CARRIED

b. 2020 Licenses for Approval

MOTION 167/19 (T. Mereniuk / K. Schroeder)
To approve the changes to the 2020 Licenses as circulated.

CARRIED

c. Pharmacy Technician Final Check Application

MOTION 168/19 (L. Andrews / W. Clark)
To approve the Pharmacy Technician Final Check application form as circulated.

CARRIED

MOTION 169/19 (K. Schroeder / T. Mereniuk)
To obtain an opinion from legal counsel regarding potential alternative means (e.g. pharmacy manager self-declaration) of complying with requirement in the regulation for Council approval of the pharmacy technician final check processes in pharmacies.

Abstentions: 2 (S. Purohit, L. Andrews)

CARRIED

d. Pharmacy Technician In-Training 2020 Applications

MOTION 170/19 (K. Schroeder / L. Raman-Wilms)
To approve the 2020 Pharmacy Technician-In-Training application form as circulated, and also approve an internal version of the application form for use only in the event that the College receives a request for an extension for listing of a pharmacy technician. The internal version of the application form will include the PEBC Evaluating Exam requirement and will not be available on the College website.

CARRIED

e. Health Canada Recall of Ranitidine

MOTION 171/19 (L. Andrews / W. Clark)
That Council grant a temporary exception to Section 2.4 of the Prescribing Practice Direction, to permit Extended Practice Pharmacists working in the Primary Care setting and within their scope of practice to prescribe an appropriate alternative to ranitidine for patients they have not seen and assessed in-person. Extended Practice Pharmacists are required to comply with all other prescribing requirements outlined in the legislation and Prescribing Practice Direction. This temporary exception will expire on December 31, 2019.

CARRIED

- f. Policy on Third Party Requests for Circulation

MOTION 172/19

(W. Clark / L. Andrews)

To approve the draft policy, Third Party Circulations, as circulated.

Opposed: 2 (incl. K. Schroeder)

CARRIED

MOTION 173/19

(L. Raman-Wilms / P. Prochazka)

That staff track incoming third party circulation requests for the next 6 months, including the decisions made with the results reported back to Council.

CARRIED

12. Liaison Reports

- a. Pharmacy Examining Board of Canada (PEBC)
A report was not provided.
- b. College of Pharmacy
A report was distributed in advance of the meeting.
- c. Canadian Society of Hospital Pharmacists (CSHP) – Manitoba Branch
A verbal report was provided.
- d. College of Pharmacy Student
A verbal report was provided.
- e. Pharmacists Manitoba
A report was distributed in advance of the meeting.
- f. Pharmacy Technician
A report was provided with the on-board materials.
- g. National Association of Pharmacy Regulatory Authorities (NAPRA)
A report on initiatives currently underway in conjunction with NAPRA was provided in the Operations Report to Council.

13. Council Evaluation

Council members were asked to complete an on-line evaluation following the meeting.

14. Next Meeting

The next meeting of Council is scheduled for:

DATE: Monday 2nd December 2019

TIME: 9:00 a.m. to 4:30 p.m.

LOCATION: 200 Taché Avenue, Winnipeg MB

15. Meeting Adjournment

MOTION 174/19 (D. Forbes)

To adjourn the meeting at 2:12 p.m.