



College of Pharmacists of Manitoba

200 Taché Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: info@cphm.ca | Website: www.cphm.ca

MINUTES

Meeting of Council
Friday, February 23, 2024

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

COUNCILORS

Jane Lamont, President

Ryan Buffie, Vice President

Jennifer Ludwig, Executive Treasurer (*virtual, joined at 9:04 am*)

Wendy Clark, Past President (*virtual*)

Don Himbeault, Public Representative

Donna Forbes, Public Representative

Elizabeth Reimer, Public Representative

Alanna Doell, Pharmacist

Brendon Mitchell, Pharmacist (*virtual*)

Sonal Purohit, Pharmacist (*virtual*)

LIAISONS TO COUNCIL

Tanjit Nagra, Pharmacists Manitoba Liaison (*joined at 9:04 am*)

Leah Pritchett, CSHP-Manitoba Branch Liaison to Council

COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer

Rani Chatterjee-Mehta, Deputy Registrar

Lori McKietiuik, Director of Operations

Anne Janes, Director of Policy & Legislation

Lindsay Henderson, Executive Assistant

Kim McIntosh, Assistant Registrar, Qualifications and Practice Development (*virtual*)

Chris Louizos, Assistant Registrar, Quality Assurance & Field Operations (*virtual*)

Brent Booker, Assistant Registrar, Review & Resolution (*virtual*)

Kevin Chaboyer, Quality Assurance and Field Officer (*virtual*)

Arleigh Andrushak, Quality Assurance and Field Officer (*virtual*)

Meret Shaker, Practice Consultant (*virtual*)

Saleh Bashirinia (*virtual, joined at 9:03 am*)

REGRETS

Teryl Moore, Pharmacist

Joanne Johnson, Pharmacist

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

Amanda Andreas, Public Representative

Cecile Ngai, Pharmacy Technician Liaison

Shaelyn Gustafson, College of Pharmacy Student Liaison

1.0. Call to Order

1.1.a. Welcome & Introductions

President J. Lamont convened the meeting at 9:01 a.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

J. Lamont 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. Quorum Achieved

J. Lamont confirmed that quorum is achieved.

d. College Mission

Council acknowledged the College Mission and Mandate, 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.”

e. Declaration of Conflict-of-Interest

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

- 6.1.a. Request for Exemption from Section 2.2.15 of Pharmacy Facilities Practice Direction – A. Doell

S. Bashirinia joined the meeting at 9:03 am.

T. Nagra joined the meeting at 9:04 am.

1.2. President's Remarks

J. Lamont provided opening remarks to Council, speaking to a policy-based governance approach and governance related changes that will be considered at the meeting, reminding Council to reflect on transparency and the public interest in their consideration.

1.3. Regulatory Trends & Readings

Examples of regulatory guiding principles from other health profession regulators were circulated in advance of the meeting and reviewed by Council. With guidance from the Executive Committee, Council may in the future review its mission, vision, and value statements with the goal of updating these to better reflect a modern, policy-based governance framework.

2.0. Consent Agenda Items

The following items are accepted by consensus of Council:

- 2.1. Approve Agenda
- 2.2. Approve Meeting Minutes & Motions
 - a. December 8, 2023
 - b. Email Motions to be Ratified
- 2.3. Operations Report
- 2.4. Committee Reports
 - a. Executive Committee
 - b. Finance & Risk Management Committee
 - i. Financial Report & Monitoring
 - c. Quality Assurance Committee
 - ii. Professional Development Division
 - d. Governance Committee
 - f. Complaints Committee
 - g. Discipline Committee
 - i. Audit Committee
 - k. Safety IQ Advisory Committee
 - l. EPPH Consultation Review Ad-Hoc Committee
 - n. Quality Prescribing Working Group
- 2.5. Liaison Reports
 - a. Pharmacy Examining Board of Canada (PEBC)
 - c. Canadian Society of Hospital Pharmacists (CSHP)
 - e. Pharmacy Technician
- 2.6. Correspondence
 - a. University of Manitoba Student Award Recipients
- 2.7. For Information
 - a. COVID-19 Vaccinations by Pharmacy Students
 - b. Council Member Resignation
 - c. Public Register Upgrades
 - d. CCCEP Annual Report 2022-2023

3.0. Items for Discussion

No items from the consent portion of the agenda were identified by Council for discussion.

4.0. Standing Items

4.1. Results of Council Evaluations from December 8, 2023

Council member evaluations from the December 8, 2023, meeting were circulated in advance of the meeting and reviewed by Council, following detailed and in-depth review of the results by Executive Committee at its last meeting.

4.2. Registrar & Chief Executive Officer's Report

A report to Council from the Registrar & CEO was circulated in advance of the meeting and a verbal update was provided on progress to advance the current 2021-2024 strategic plan, as well as upcoming Council facilitated sessions on strategic planning and development of a two-year action plan on strategic priority #1. Council was thanked for participating in the risk register survey that will help to inform the strategic planning process.

a. Action Items Arising from Last Meeting

A summary of action items arising from the minutes of the December 8, 2023, meeting was circulated in advance of the meeting for information.

J. Ludwig joined the meeting at 9:17 am.

b. National Association of Pharmacy Regulatory Authorities (NAPRA)

Information regarding the recent NAPRA virtual meetings to discuss cases before the Supreme Court of Canada and removal of natural health products from the National Drug Schedules was circulated in advance of the meeting and a verbal update was provided.

c. Strategic Plan Dashboard

An update on initiatives related to the CPhM Strategic Plan 2021-2024 was circulated in advance of the meeting for information.

d. Strategic Plan Priority II – Mandatory Pharmacy Manager Training Program

An update on development of a pharmacy manager training program in support of strategic priority #2 was circulated in advance of the meeting and a verbal update was provided. The anticipated roll-out of the Community Pharmacy Manager Training Program to all pharmacy managers is mid-2024. Initiation and work on the facility/non-community pharmacy-specific module is anticipated to begin mid 2024 upon identification and engagement with an appropriate subject matter expert. An appropriate and well-planned communication strategy for all pharmacy managers will also be developed and implemented in advance.

e. Strategic Plan Priority II – Improvements to Standards of Practice Development and Updating Processes

An update on review of current internal processes related to standards of practice review and development in support of strategic priority #2 was circulated in advance of the meeting and a verbal update was provided. Processes have been streamlined, resulting in practice directions moving forward more quickly with no changes to the Council approval and consultation processes. Subject matter experts will continue to be engaged during the review and development process when required, including for update of hospital practice directions.

f. Strategic Plan Priority III – MDR Strategies Public Engagement Report

“A Question of Loyalty: Report on Banning Pharmacy Inducements Public Engagement Process”, prepared by MDR Strategies, was circulated in advance of the meeting and a verbal report from the Strategic Plan Priority III Working Group was provided, following their most recent meeting on February 21, 2024.

At this time, S. Purohit declared a conflict-of-interest with this agenda item. Council determined S. Purohit may participate in discussion but may abstain from any vote related to this item.

Council provided feedback on communication and education to the public and government

and discussed ongoing engagement with MDR Strategies, including intent to develop a public engagement and communications strategy.

MOTION 1/24 (J. Ludwig/A.Doell)

To move forward with the following plan as recommended by Strategic Plan Priority III Working Group:

- CPhM continue work to ban inducements on pharmaceuticals and pharmacy services.
- CPhM bring the issue forward to government as their support and cooperation to effect changes to CPhM Regulation are critical to implement this change.
 - It is important, at this juncture, to educate government on all issues coming into play that are not reflected in the public engagement e.g., inherent risk to the public, abuse of finances in pharmacare.
- CPhM engage in the public education campaign under development by MDR Strategies in conjunction with the CPhM communications staff.
- Once work on this initiative is complete, to dissolve the Working Group.

Abstain (1): S. Purohit

CARRIED

g. Government Update

An update on government initiatives and relations, including federal and provincial healthcare funding announcements and agenda for an upcoming meeting with the Minister of Health, Seniors and Long-Term Care and representatives from the CPhM, was circulated in advance of the meeting and a verbal update was provided.

h. Facilitated Council Session

Information regarding the upcoming Council facilitated session to develop a two-year action plan on strategic priority #1, including background on the facilitator, Legacy Bowes, draft stakeholder survey and contact list, and steps to action plan development, was circulated in advance of the meeting and a verbal update was provided.

i. Council Forum

This item is tabled.

5.0. Business Arising/New Business

5.1. Governance Reform

a. Proposed Bylaw Package

The proposed bylaw package, first approved by Council for consultation in September 2023, and related information was circulated in advance of the meeting. Since that time, a 45-day general consultation was conducted, concluding on December 22, 2023. The Governance Committee considered feedback received during the 45-day written consultation at its meeting on January 15, 2024, and the draft bylaw document was revised to address specific comments received during the consultation. Further, a virtual Town Hall event was held

January 29, 2024, to provide further information to participants and address questions.

MOTION 2/24 (R. Buffie/W. Clark)

To approve and implement the proposed bylaw package, as recommended by Governance Committee.

CARRIED

b. Appointments Committee Package

Suite of policies, terms of reference and process documents developed to clarify the roles and responsibilities of the Council and Chair and to support an Appointments Committee, as set out in the new bylaws, were circulated in advance of the meeting.

Council reviewed the documents and provided recommended changes. Council recommends development of a scoring tool and/or matrix by the Appointments Committee.

MOTION 3/24 (A. Doell/D. Forbes)

To approve the following documents as amended:

- i. Governance Roles & Responsibilities: Council & Chair
- ii. Appointments Committee Terms of Reference
- iii. Competencies for Council Appointments Process
- iv. Appointments Committee: Council Member Selection Process
- v. Application Form: Council Member

CARRIED

B. Mitchell, W. Clark, A. Janes & M. Shaker left at 12:20 pm.

c. Executive Committee Terms of Reference

Draft revised Executive Committee Terms of Reference and related information was circulated in advance of the meeting. These Terms of Reference enable Executive Committee to take on the proposed duties and responsibilities according to governance reforms under the new bylaws that are distinct and separate from the work of Council, contribute essential aspects to the governance of the organization and remove the need for a free-standing committee dedicated solely to the task of governance review, in line with modern governance best practice.

A. Janes joined the meeting at 1:05 pm.

MOTION 4/24 (R. Buffie/E. Reimer)

To approve the Executive Committee Terms of Reference as circulated.

CARRIED

MOTION 5/24 (A. Doell/D. Himbeault)

To dissolve the Governance Committee.

CARRIED

d. Governance Reform Timeline

Information outlining the events and timelines required to achieve governance reform and conduct the next council selection process under the new bylaws was circulated in advance of the meeting and reviewed by Council.

5.2. Succession Planning

a. Council Member Succession & Continuity

Information regarding succession and continuity for the upcoming term of Council, including resources related to board succession planning, was circulated in advance of the meeting and Council participated in an open discussion. Council discussed past service of current Council members and its effect on maximum number of terms allowed.

B. Mitchell joined the meeting at 1:42 pm.

b. Appointing Members to the Appointments Committee

Information regarding implementation of the Council appointment process and options for appointment of members to the Appointments Committee was circulated in advance of the meeting.

K. Chaboyer left the meeting at 1:50 pm.

Consensus of Council is to engage in an election process by Council through electronic ballot and subsequent motion to appoint members to the Appointments Committee, by email.

J. Ludwig left the meeting at 1:58 pm.

MOTION 6/24 (R. Buffie/D. Himbeault)

That past service and number of terms served to date will be reset for any current Council members that are appointed for a new term, beginning May 2024.

CARRIED

5.3. Quality Assurance – Considerations for the Future

Information regarding the need for CPhM to establish a robust quality assurance program were circulated in advance of the meeting, including resources related to quality assurance best practices and other jurisdictions, overview of recent work undertaken by the Quality Assurance Committee, and analysis of factors identified as presenting increased risk for the CPhM to maintain without a robust quality assurance program. Council participated in an open discussion in consideration of future quality assurance programs, resources and work of the Quality Assurance Committee.

- A. Andrushak left the meeting at 2:20 pm.
- A. Andrushak joined the meeting at 2:25 pm.
- K. Chaboyer joined the meeting at 2:35 pm.

5.4. Mandatory Learning Activity for Pharmacy Professionals for 2025

Information and recommendation from the Professional Development Division that Council consider an overarching equity, diversity and inclusion theme of providing culturally competent care to 2SLGBTQ+ and gender diverse patients as the mandatory learning topic for 2025 was circulated in advance of the meeting.

S. Purohit left the meeting at 2:40 pm.

MOTION 7/24 (A. Doell/D. Himbeault)

To approve “providing culturally competent care to 2SLGBTQ+ and gender diverse patients” as the mandatory learning topic for 2025.

CARRIED

5.5. Updates to the Self-Limiting Conditions and Smoking Cessation Training Programs

Updated Self-Limiting Conditions Independent Study Program and Smoking Cessation Independent Study Program documents and related information were circulated in advance of the meeting. The revised modules focus on the principles of safe prescribing, legislation and standards of practice, and include required and suggested reading of clinical resources without the need to complete an external training program or post-test. The updated modules provide direction while also recognizing the pharmacist’s professional responsibility to ensure they are competent and seek out additional learning as needed.

MOTION 8/24 (A. Doell/D. Forbes)

To approve that

- the newly revised Self-Limiting Conditions Independent Study Program be approved in principle by Council as the training that pharmacists must complete in order to apply to prescribe a drug specified for the treatment of the self-limiting conditions, as outlined in Schedule 3 to the Regulation.
- the Smoking Cessation Independent Study Program be approved in principle by Council as the training that pharmacists must complete in order to apply to prescribe a drug specified for the treatment of smoking cessation, as outlined in Schedule 3 to the Regulation.
- the newly revised Self-Limiting Conditions Independent Study Program and the Smoking Cessation Independent Study Program be offered free of charge to Manitoba pharmacists, interns and students.
- the necessary updates to the Self-Limiting Conditions and Smoking Cessation Authorization Application forms be delegated to staff and approved.

CARRIED

5.6. EPPH Quality Assurance Program

Following the September 2021 consultation sent to all registered pharmacists to gather information on barriers and enablers for attaining and maintaining an Extended Practice Pharmacist (EPPH) designation and related review by the EPPH Consultation Review Ad-Hoc Committee, request from the Ad-Hoc Committee for confirmation that Council would like the Ad-Hoc Committee to make recommendations to address these barriers and ensure work is not being unnecessarily duplicated with work of the Quality Assurance Committee was circulated in advance of the meeting.

S. Purohit joined the meeting at 2:59 pm.

L. Pritchett left the meeting at 3:00 pm.

MOTION 9/24 (D. Himbeault/E. Reimer)

That review of address issues identified in the currently approved EPPH program be deferred to the Quality Assurance Committee.

CARRIED

5.7. Notification of Pharmacy Changes Policy

At the December 8, 2023, meeting, Council was informed that as a result of the transition to the new data management system, additional declarations/prompts for the pharmacy licence renewal to ensure accurate and current ownership information on record were implemented and delinquencies were identified. A draft Notification of Pharmacy Changes Policy and cross-jurisdictional scan of ownership renewal processes and policies, as requested by Council, and related information including an update on previously identified delinquencies and risks, were circulated in advance of the meeting,

E. Reimer left the meeting at 3:27 pm.

E. Reimer joined the meeting at 3:30 pm.

MOTION 10/24 (D. Himbeault/A. Doell)

To approve the proposed Notification of Pharmacy Changes Policy and implementation timeline, with addition of definitions for the health system.

Abstain (1): B. Mitchell, D. Forbes

Opposed (1): R. Buffie

In favour (4): S. Purohit, A. Doell, D. Himbeault, E. Reimer

CARRIED

6.0. In-Camera/Closed Session of Council

Council determined that:

- R. Chatterjee-Mehta, L. Henderson, C. Louizos & L. McKietruk shall participate in item 6.a.
- A. Doell may participate in item 6.a. but will abstain from any vote related to this item.

T. Nagra, A. Janes, K. McIntosh, A. Andrushak, B. Booker, S. Bashirinia and K. Chaboyer left the meeting at 4:02 pm.

6.1. Motion to Adopt Agenda for Closed Session & 6.2. Motion to Rise from General Meeting and Move to Closed Session of Council

MOTION 11/24 (R. Buffie/A. Doell)

To move to a closed session at 4:02 p.m. with the following agenda:

- a. Request for Exemption from Section 2.2.15 of Pharmacy Facilities Practice Direction

CARRIED

6.3. Motion to Rise from Closed Session and Move to General Meeting of Council

MOTION 12/24 (R. Buffie/A. Doell)

To reconvene in the general meeting of Council at 4:07 pm.

CARRIED

K. McIntosh, A. Andrushak, B. Booker, S. Bashirinia and K. Chaboyer joined the meeting at 4:08 pm.

6.4. Report Decisions from Closed Session

The following decisions were reported from the closed session:

MOTION 13/24 (R. Buffie/D. Forbes)

To deny the request for an exemption from section 2.2.15 of the Pharmacy Facilities Practice Direction and direct staff to educate the pharmacy manager on the available time-delayed safe signage exemption.

CARRIED

7.0. Meeting Adjournment

7.1. Council Member Evaluation

Council members were asked to complete an on-line evaluation following the meeting. The link to the on-line survey has been circulated to Council by email and printed copies were provided to those attending in-person.

The next regular meeting of Council is scheduled for:

DATE: Monday, May 13, 2024

TIME: 9:00 am. to 4:00 pm.

7.2. Adjourn

MOTION 14/24 (J. Lamont)

To adjourn the meeting at 4:09 pm.