



College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

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

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

COUNCIL MEETING MINUTES MONDAY, DECEMBER 10, 2018 200 TACHÉ AVE

COUNCILLORS:

Kevin Hamilton, President
Petr Prochazka, Vice President
Wendy Clark, Executive Treasurer
Jennifer Ludwig, Past President
Donna Forbes, Public Representative
Don Himbeault, Public Representative
Bharti Kapoor, Public Representative
Todd Mereniuk
Nicole Nakatsu
Sonal Purohit
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy
Derrick Sanderson
Kurt Schroeder

LIAISONS TO COUNCIL:

Katie Peterson, CSHP-Manitoba Branch Liaison
Dr. Brenna Shearer, Pharmacists Manitoba Liaison

COLLEGE STAFF:

Susan Lessard-Friesen, Registrar
Jill Hardy, Deputy Registrar
Rani Chatterjee-Mehta, Assistant Registrar
Kathy Hunter, Assistant Registrar
Kim McIntosh, Assistant Registrar
Ronda Eros, Practice Consultant
Christina Kulbaba, Executive Assistant to the Registrar

REGRETS:

Laurie Andrews, Public Representative
Susan Balagus, Pharmacy Technician Liaison
Slava Panchenko, College of Pharmacy Student
Dr. John Toole, Public Representative

1. Convene
 - a) Welcome & Introductions
President Hamilton convened the meeting at 9:10 a.m. and welcomed attendees to the meeting.
 - b) Declaration of Conflict-of-Interest



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There were no declarations of conflict-of-interest at the time of convening the meeting.

2. Additions to Agenda and Approval of the Agenda

The draft agenda was circulated in advance of the meeting.

President Hamilton proposed the following agenda amendments:

- move In Camera items 2-4 to New Business to 10 c,d,e
- add 10f member appeal of a late fee
- add 10g request for a member to be added to MMDRC subcommittee
- add 10a as Issue Brief (Complimentary Licence)

Motion #1: Moved by Kurt Schroeder, seconded by Nicole Nakatsu that the agenda be approved as amended with the in camera items #2, 3, 4 moved to new business 10.c), d), e), the addition of 10.f) and g), as well as adding the Complimentary Licence Issue Brief to 10.a).

Carried

3. Approval of the Minutes

- a) October 15, 2018 – Council Meeting Minutes

Motion #2: Moved by Donna Forbes, seconded by Todd Mereniuk that the minutes of the October 15, 2018, Council meeting be approved, with the amendment to 3.a) that a councilor may request their name be left off the record in the case of an abstention or vote made in opposition to the motions made, providing the motion was passed by a majority of councillors.

Carried

4. Business Arising from Minutes

Motion #3: Moved by Nicole Nakatsu, seconded by Jennifer Ludwig that the Business Arising from the Minutes of the October 15, 2018, Council Meeting be accepted for information.

Carried

5. Correspondence

- a) On Board

- i. HIPC letter from the Minister
- ii. Thank you note from scholarship recipient Donica Janzen

President Hamilton turned the Chair over to Vice-President Prochazka

Motion #4: Moved by Kevin Hamilton, seconded by Nicole Nakatsu that the “For Information” section of the Executive Committee Report to Council be accepted for information.

Carried



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Motion #5: Moved by Jennifer Ludwig, seconded by Sonal Purohit that the “For Information” section of the Finance and Risk Management Committee (FRMC) Report to Council be accepted for information.

Carried

Vice-President Prochazka turned the Chair over to President Hamilton

Wendy Clark spoke to the information section of the FRMC report.

Council moved to an in camera session at 9:25 a.m.

Council returned from the in camera session at 9:45 a.m. to make the following motions:

President Hamilton turned the Chair over to Vice-President Prochazka

Motion #6: Moved by Kurt Schroeder, seconded by Todd Mereniuk that the feedback received from the proposed amendments to the regulation to expand pharmacist prescriptive authority should be referred back to the respective ad-hoc committee/working groups responsible for development of the amendments for review and drafting of a response and that the College of Pharmacy, University of Manitoba be consulted on a final review of the draft responses.

Carried

Motion #7: Moved by Derrick Sanderson, seconded by Jennifer Ludwig that Donald Himbeault be appointed to the Governance Committee.

Carried

Motion #8: Moved by Kevin Hamilton, seconded by Donna Forbes that the Executive Committee direct the Governance Committee to conduct a governance review of the College that assesses the College’s governance structure, determines key legislative responsibilities of the College and establishes key performance indicators for monitoring the College’s performance following best practices in board governance for similar non-profit organizations.

Carried

Vice-President Prochazka turned the Chair over to President Hamilton

Council moved to an in camera session at 10:00 a.m.

Council returned from the in camera session at 1:20 p.m.

6. College Operations Report
 - a) Safety IQ Advisory Committee Report to Council



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Motion #9: Moved by Jennifer Ludwig, seconded by Petr Prochazka that the Operations Report to Council be accepted for information.

Carried

Motion #10: Moved by Jennifer Ludwig, seconded by Petr Prochazka that the liaison reports be accepted for information.

Carried

7. Liaison Reports:

- a) Pharmacy Examining Board of Canada (PEBC)
A report was distributed in advance of the meeting.
- b) College of Pharmacy
A report was distributed in advance of the meeting.
- c) Canadian Society of Hospital Pharmacists (CSHP)
A report was distributed in advance of the meeting.
- d) College of Pharmacy Student
A report was not provided.
- e) National Association of Pharmacy Regulatory Authorities (NAPRA)
A report was distributed in advance of the meeting.
- f) Pharmacists Manitoba
A report was distributed in advance of the meeting.
- g) Pharmacy Technician
A report was distributed in advance of the meeting.

8. Committee Reports:

- a) Executive Committee & Budget Update

President Hamilton turned the Chair over to Vice-President Prochazka

The Executive Committee Report to Council was circulated in advance of the meeting. The report was presented in two sections: 1.) For Information to Council, and 2.) For Consideration by Council.

Vice-President Prochazka returned the Chair to President Hamilton

- b) Quality Assurance Committee



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

Motion #11: Moved by Jennifer Ludwig, seconded by Petr Prochazka that the “For Information” section of the Quality Assurance Report to Council be accepted for information.

Carried

Motion #12: Moved by Nicole Nakatsu, seconded by Donna Forbes that Council approve the Professional Development Independent Study Accreditation Package.

Carried

Motion #13: Moved by Kurt Schroeder, seconded by Todd Mereniuk that the Pharmacy Facilities Practice Direction be approved and posted on the College website.

Carried

c) Governance Committee

There was no report provided by the Governance Committee for this meeting.

d) Finance & Risk Management Committee

The Finance and Risk Management Committee report was circulated in advance of the meeting.

Motion #14: Moved by Petr Prochazka, seconded by Wendy Clark that Council appoint Bharti Kapoor to the Audit Committee.

Carried

Motion #15: Moved by Donna Forbes, seconded by Derrick Sanderson that Council directs the Registrar to develop an options paper regarding the recommendations made in the HR capacity review.

Carried

e) Board of Examiners

The Board of Examiners Committee report was circulated in advance of the meeting.

Motion #16: Moved by Nicole Nakatsu, seconded by Don Himbeault that the “For Information” section of the Board of Examiners Committee report be accepted for information.

Carried

f) Discipline Committee

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

Motion #17: Moved by Kurt Schroeder, seconded by Lalitha Raman-Wilms that Council accept the “For Information” section of the Discipline Committee report for information.



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Carried

- g) Awards & Nominating Committee
There was no committee report provided for this meeting.
- h) Extended Practice Advisory Committee
There was no committee report provided for this meeting.
- i) Complaints Committee
The Complaints Committee report was circulated in advance of the meeting.

Motion #18: Moved by Jennifer Ludwig, seconded by Derrick Sanderson that Council accept the “For Information” section of the Complaints Committee report.

Carried

Motion #19: Moved by Jennifer, seconded by Sonal Purohit that Council direct the Complaints Committee to assess the feasibility of a new professional development program on professional communication techniques and conflict resolution.

Carried

9. Unfinished Business

- a) *Pharmaceutical Act* and Regulations Implementation Update
 - i. Lab Test Ordering by Pharmacists and Access to eChart in Community Pharmacies
A verbal update on the status of the implementation plan was provided at the meeting.
 - ii. Proposed Amendments to the Regulation to Expand Pharmacist Prescriptive Authority and Pharmacist Administration of Drugs by Injection
This item is addressed under 8 a) in the Executive Committee Report to Council.
 - iii. Amendment of Section 74 of the *Pharmaceutical Act* (Act)
Section 74 of the Act has been amended to remove the requirement that a majority of the members of the College must approve a regulation made by Council under section 73(1) of the Act. In keeping with Council’s approved consultation process, Council must inform and consult with the public, members of the College, the Minister (MHSAL), and other stakeholders and consider the comments and feedback received, prior to making the regulation. The Lieutenant Governor in Council must approve all regulations before they can be in effect.
- b) Ad-hoc Compounding Committee Report to Council

Motion #20: Moved by Jennifer Ludwig, seconded by Nicole Nakatsu that Council approve and implement the proposed 4-phased approach for the NAPRA Model Standards for Pharmacy



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Compounding of Non-Sterile Preparations as follows:

Phase 1:

Risk Assessment
Compounding Personnel
Conduct of personnel in compounding areas
Training and Skills Assessment
Policies and Procedures
Facilities and Equipment
Level A requirements

Proposed time for phase 1: 12 months with an implementation deadline of April 2020

Phase 2:

Beyond Use Dating
Master formulation record
Quality and storage of ingredients
Compounding record

Proposed time for phase 2: 6 months with an implementation deadline of October 2020

Phase 3:

Verification of final compounded non-sterile preparations.
Labelling and packaging
Storage
Transport and delivery
Product recalls
Incident reporting
Quality assurance

Level B requirements (if applicable to the pharmacy)

Proposed time for phase 3: 3 months with an implementation deadline of January 2021

Phase 4:

Hazardous preparations (if applicable to the pharmacy)
Level C requirements (if applicable to the pharmacy)

Proposed time for phase 4: 3 months with an implementation deadline of April 2021

The different levels achieved by a pharmacy will be specific to the facilities, equipment and staff qualifications at each facility.

Two abstentions. **Carried**

Motion #21: Moved by Jennifer Ludwig, seconded by Nicole Nakatsu that education be developed and provided to members regarding the implementation of the NAPRA Model Standards for Pharmacy Compounding of Non-Sterile Preparations and that Council approve the following documents to be provided to the members to help navigate the implementation process:



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- a. A risk assessment document containing a modified Risk Assessment Algorithm
- b. A Gap Analysis tool in the form of a Quality Assurance Self-Assessment to be included as part of the implementation process.

Carried

Motion #22: Moved by Petr Prochazka, seconded by Todd Mereniuk that comments from discussion at Council go back to the Ad-hoc Compounding Committee for consideration.

Carried

10. New Business

- a) Issue Brief: CPhM Awards Program and Complimentary Licences
An issue brief has been submitted by Councillor Schroeder for consideration of Council.
At the request of the President, staff has provided an environmental scan on the issue for review.

Motion #23: Moved by Kurt Schroeder, seconded by Jennifer Ludwig that Council allows the Registrar discretion in the decision to provide a complimentary licence fee for practising pharmacists employed by the College as a staff benefit.

One opposed. **Carried**

Motion #24: Moved by Kurt Schroeder, seconded by Todd Mereniuk that the College discontinue the provision of a complimentary licence fee for Faculty members of the College of Pharmacy, University of Manitoba to begin after the 2019 licencing year.

Carried

Motion #25: Moved by Kurt Schroeder, seconded by Derrick Sanderson that Council's discussion regarding the CPhM Awards Program be deferred to the next Council Meeting.

Carried

Motion #26: Moved by Kurt Schroeder, seconded by Derrick Sanderson that Council's discussion of options and recommendations from the HR capacity review be deferred to the next Council Meeting and discussed in conjunction with Council's continued discussion of the College of Pharmacy, University of Manitoba levy.

One abstention. **Carried**

- b) *Cannabis Act* and Regulations
Further information has been provided by Health Canada in response to NAPRA's request for clarification regarding the *Cannabis Act* and Regulations
- c) Password-protected In Camera Documents
Council considered password protection of certain in camera documents and it was felt that there was no need at this time, as Council materials are already distributed in a secure manner.



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d) Draft Council Policy: Cancellation of Licence or Registration by Council

Motion #27: Moved by Derrick Sanderson, seconded by Nicole Nakatsu that Council approve the Draft Council Policy: Cancellation of Licence or Registration by Council as a guiding principle document.

Carried

Motion #28: Moved by Derrick Sanderson, seconded by Todd Mereniuk that the Draft Council Policy: Cancellation of Licence or Registration by Council be sent to the Governance Committee for further development as a bylaw.

Carried

e) Issues Brief: NAPRA Sterile Compounding Exception Request for Palliative Care Patients

The College of Pharmacists of Manitoba received a request from Palliative Care and Shared Health for an exception for pharmacies in the province to draw-up comfort care medications for palliative care patients in a setting that does not meet the National Association of Pharmacy Regulatory Authorities (NAPRA) model standards for sterile compounding.

Motion #29: Moved by Nicole Nakatsu, seconded by Todd Mereniuk that Council grant the exception with the following criteria for a period of 6 months (until May 10, 2019) at which time Council must reassess to ensure directives/policies are in place.

- *For medications that are non-hazardous and non-high risk*
 - *narcotics, anti-secretory, anti-nauseants*
- *The products must be single manipulation*
 - *vials into syringes for subcutaneous injection*
- *The patient population that can access the product needs to be definable*
 - *Patient must be registered with the palliative care population and the physician determines that this is the only viable method for effective treatment of the patient*
- *There is not a viable commercial preparation available (not necessarily of exactly what is required but equivalent)*
 - *No options exist*
- *Risk vs. benefit favors rapid access to drawn-up product versus requiring product from a compliant sterile facility*
 - *All possibilities of training caregiver or family member to draw up medications should be exhausted first before implementing.*

Carried

Motion #30: Moved by Derrick Sanderson, seconded by Todd Mereniuk that it is a policy of Council that that every request for exception to the NAPRA Model Standards for Hazardous and Non-Hazardous Sterile Compounding must be reviewed on an individual basis.



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One abstention. **Carried**

- f) Appeal to Council of late fees by member
An appeal was submitted by a member for the late fee associated with not providing their criminal record check before the deadline.

Motion #31: Moved by Kurt Schroeder, seconded by Sonal Purohit that Council considered and denies the appeal of a member for the late fee assessed for an expired criminal record check.

3 Abstentions **Carried**

- g) MMDRC Subcommittee member selection was deferred to a future Council meeting.

11. Strategic Plan

- a) CPhM Strategic Plan
b) Strategic Plan Update
Council reviewed the CPhM Strategic Plan and Update

12. **Moved to adjourn** by Petr Prochazka at 4:51 pm. **Carried**

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