



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 - DRAFT
FRIDAY, MAY 11, 2018 – CONVENE: 9:00 A.M.
THE MANITOBA CLUB, WINNIPEG, MANITOBA

COUNCILLORS:

Jennifer Ludwig, President
Kevin Hamilton, Vice President
Petr Prochazka, Executive Treasurer
Glenda Marsh, Past President
Kathy Batho, Public Representative
Wendy Clark
Donna Forbes, Public Representative
Bharti Kapoor, Public Representative
Geoff Namaka
Sonal Purohit
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy
Derrick Sanderson
Dinah Santos

NEWLY ELECTED COUNCILLORS:

Nicole Nakatsu
Todd Mereniuk
Kurt Schroeder

LIAISONS TO COUNCIL:

Katie Peterson, CSHP- Manitoba Branch Liaison
Slava Panchenko, College of Pharmacy Student
Susan Balagus, Pharmacy Technician Liaison
Dr. Patricia Caetano, Manitoba Health Liaison

COLLEGE STAFF:

Susan Lessard-Friesen, Registrar
Jill Hardy, Deputy Registrar
Rani Chatterjee-Mehta, Assistant Registrar
Kim McIntosh, Assistant Registrar
Kathy Hunter, Assistant Registrar
Ronda Eros, Practice Consultant
Rose Lyons, Practice Consultant
Christina Kulbaba, Executive Assistant to the Registrar
Rachel Carlson, Communications and Quality Assurance Coordinator

REGRETS:

Dr. Brenna Shearer, Pharmacists Manitoba Liaison



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1. Convene

a) Welcome & Introductions

President Ludwig convened the meeting at 9:05 a.m. and welcomed attendees to the meeting. Introductions were made by all attendees.

b) Declaration of Conflict-of-Interest

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.

MOTION #1: MOVED BY GLENDA MARSH, SECONDED BY PETR PROCHAZKA THAT the agenda be approved as distributed.

CARRIED

3. Approval of Minutes

a) February 12, 2018 – Council Meeting

The draft minutes of the February 12, 2018, Council Meeting were circulated in advance of the meeting.

MOTION #2: MOVED BY WENDY CLARK, SECONDED BY DONNA FORBES THAT the minutes of the February 12, 2018, Council Meeting be approved.

CARRIED

b) March 26, 2018

The draft minutes of the March 26, 2018, Council Meeting were circulated in advance of the meeting.

MOTION #3: MOVED BY KEVIN HAMILTON, SECONDED BY GLENDA MARSH THAT the minutes of the March 26, 2018, Council Meeting be approved.

CARRIED

4. Business Arising from Minutes

The Business Arising from the Minutes report of the February 12, 2018 Council Meeting was provided at the meeting.

MOTION #4: MOVED BY DONNA FORBES, SECONDED BY DINAH SANTOS THAT the Business Arising from the Minutes of the February 12, 2018, Council Meeting be accepted for information.

CARRIED



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5. Correspondence

a) On Board

b) Listed

- (i.) Letter from the Registrar of the College of Physicians and Surgeons of Manitoba regarding the CPSM Standard of Practice for Prescribing Opioids
- (ii.) Thank you card from Raymond Joubert, Associate Registrar of the Saskatchewan College of Pharmacy Professionals for receipt of the Honorary Member Award
- (iii.) Letters to newly appointed Public Representatives from the CPhM
- (iv.) Letter from Dr. Lalitha Raman-Wilms, Dean of the College of Pharmacy announcing approval of the entry level PharmD program at the University of Manitoba
- (v.) Email regarding Volunteer Manitoba training opportunities
- (vi.) Board Performance Training Schedule: January to June 2018

6. Operations Report

The Operations Report was circulated in advance of the meeting.

MOTION #5: MOVED BY KEVIN HAMILTON, SECONDED BY GLENDA MARSH THAT the Operations Report be accepted for information.

CARRIED

7. Liaison Reports:

MOTION #6: MOVED BY DINAH SANTOS, SECONDED BY GLENDA MARSH THAT the all liaison reports be accepted for information.

CARRIED

a) Pharmacy Examining Board of Canada (PEBC)

The PEBC report was distributed in advance of the meeting.

b) College of Pharmacy

A verbal report was provided at the meeting

c) Canadian Society of Hospital Pharmacists – Manitoba Branch (CSHP-MB)

A verbal report was provided at the meeting.

d) College of Pharmacy Student

The College of Pharmacy Student report was distributed in advance of the meeting.

e) National Association of Pharmacy Regulatory Authorities

A verbal report was provided at the meeting.



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- f) Pharmacists Manitoba
The Pharmacists Manitoba report was distributed in advance of the meeting.
- g) Manitoba Health
A verbal report was provided at the meeting
- h) Pharmacy Technician
A verbal report was provided at the meeting

8. Committee Reports:

President Ludwig turned the Chair over to Vice-President Hamilton

- a) Executive Committee & Budget Update
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.) Recommendations to Council.

MOTION #7: MOVED BY DINAH SANTOS, SECONDED BY JENNIFER LUDWIG THAT the “For Information” section of the Executive Committee Report to Council be accepted for information.
CARRIED

MOTION #8: MOVED BY JENNIFER LUDWIG, SECONDED BY DINAH SANTOS THAT the following policy for pharmacy technicians who do not meet the minimum practice hours requirement and for pharmacy technicians re-listing after an absence from practice be approved.

- 1) A pharmacy technician applicant that does not meet the 600-hour practice requirement may be listed with the condition they must practice under the direct supervision of a pharmacist, until the 600-hour practice requirement is met. They cannot act as a supervisor for a pharmacy technician-in-training until this condition is met.
- 2) A pharmacy technician applicant that has not been listed in less than the previous three years, prior to the year of application, must practice under the direct supervision of a pharmacist until the 600-hour practice requirement is met.
- 3) A pharmacy technician applicant that has not been listed in the previous three years and not more than six years, prior to the year of application, must:
 - a. successfully complete 240 hours of structured practical training under the direct supervision of a pharmacist;
 - b. Successfully complete a jurisprudence examination; and,
 - c. Complete three times the amount of professional development as required by Council.



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- 4) A pharmacy technician applicant that has not been listed for more than six years, prior to the year of application must:
 - a. Successfully complete the Pharmacy Examining Board of Canada OSCE Part II portion of the Qualifying Exam;
 - b. Successfully complete a 240-hour structured practical training program under the direct supervision of a pharmacist; and,
 - c. Successfully complete a jurisprudence examination and attain a passing grade of 70% or more.

CARRIED

Vice-President Hamilton returned the Chair to President Ludwig

- c) Governance Committee
The Governance Committee report was circulated in advance of the meeting.

MOTION #9: MOVED BY DERRICK SANDERSON AND SECONDED BY PETR PROCHAZKA THAT the Governance Committee Report to Council be accepted for information.

CARRIED

- d) Finance & Risk Management Committee
The Finance & Risk Committee report was circulated in advance of the meeting.

MOTION #10: MOVED BY DONNA FORBES AND SECONDED BY DINAH SANTOS THAT the Finance & Risk Management Committee Report to Council be accepted for information.

CARRIED

MOTION #11: MOVED BY PETR PROCHAZKA AND SECONDED BY GLENDA MARSH THAT the College's Investment Policy Statement in the RBC A+ Investment Program should prohibit investments in companies that produce tobacco products, e-cigarettes or vape products and cannabis products in addition to the current prohibition of pharmacy businesses and/or pharmaceutical companies.

CARRIED

MOTION #12: MOVED BY PETR PROCHAZKA AND SECONDED BY DONNA FORBES THAT the RBC Dominion Securities Inc. be re-appointed until April 2019 to manage the College's investment portfolio.

CARRIED

MOTION #13: MOVED BY PETR PROCHAZKA AND SECONDED BY GLENDA MARSH THAT the College develops a policy statement that requires all credit card payments for the renewal of



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pharmacy licence fees be made online through the College website and not be permitted to be made in person at the College office.

CARRIED

MOTION #14: MOVED BY PETR PROCHAZKA AND SECONDED BY DINAH SANTOS THAT the College does not pursue the potential option for licence fees to be paid in installments.

CARRIED

b) Quality Assurance Committee

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 #15: MOVED BY GLENDA MARSH AND SECONDED BY WENDY CLARK THAT the Quality Assurance Committee Report to Council, including the Standards of Practice Division Report and the Professional Development Division Report, be accepted for information.

CARRIED

MOTION #16: MOVED BY DERRICK SANDERSON AND SECONDED BY KEVIN HAMILTON THAT the Test Ordering Practice Direction, Process Map, and Lab Requisition Form as amended, be approved with the cautionary statement that members are not currently authorized by the CPhM to order tests until the implementation system is in place.

CARRIED

MOTION #17: MOVED BY KEVIN HAMILTON AND SECONDED BY SONAL PUROHIT THAT the Community Pharmacy Standards of Practice be retired effective October 31, 2018 with the exception of the section, *Standard #1: Drug Distribution F. International Prescription Service Pharmacy*, which will remain in effect until such time that the consultation on the draft Distance Care Practice Direction is complete and the practice direction is approved by Council.

CARRIED

MOTION #18: MOVED BY DINAH SANTOS AND SECONDED BY GLENDA MARSH TO permit the Registrar to enter into an agreement on behalf of the CPhM, for the *Manitoba Module: Administration of Injections* to be hosted on the Continuing Pharmacy Education section of the Dalhousie University website providing all guidelines are met.

CARRIED

e) Board of Examiners

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

MOTION #19: MOVED BY SONAL PUROHIT, SECONDED BY GLENDA MARSH THAT the Board of Examiners Report to Council be accepted for information.

CARRIED



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f) Discipline Committee

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

MOTION #20: MOVED BY DONNA FORBES, SECONDED BY PETR PROCHAZKA THAT the Discipline Committee Report to Council be accepted for information.

CARRIED

g) Awards & Nominating Committee

There was no committee report provided for this meeting.

h) Extended Practice Advisory Committee

The Extended Practice Advisory Committee Report to Council was circulated in advance of the meeting.

MOTION #21: MOVED BY SONAL PUROHIT, SECONDED BY KEVIN HAMILTON THAT the Extended Practice Advisory Committee Report to Council be accepted for information.

CARRIED

i) Complaints Committee

The Complaints Committee Report to Council was provided verbally.

MOTION #22: MOVED BY KEVIN HAMILTON, SECONDED BY PETR PROCHAZKA THAT the Complaints Committee Report to Council be accepted for information.

CARRIED

9. Strategic Plan Update

A Strategic Plan Update was provided at the meeting for information.

10. Safety IQ Pilot Program Update

Practice Consultant Ronda Eros and Communications and Quality Assurance Coordinator Rachel Carlson presented Council with an update on the status of the Safety IQ Pilot Program.

11. Unfinished Business

a) *Pharmaceutical Act* and Regulations Implementation Update

i. Test Ordering by Pharmacists and Access to eChart in Community Pharmacies

The College and the working group responsible for implementing lab test ordering by pharmacists and access to eChart in community pharmacies last met on April 17, 2018. A verbal report on the working groups plans for a phased-in approach to implementation of test ordering was provided at the meeting.



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- ii. Proposed Amendments to the Regulation to Expand Pharmacist Prescribing
- A Special General Meeting (SGM) was held on February 12, 2018 to introduce proposed amendments to the Regulation to:
- Add several conditions including Travel Health to the list in Schedule 3 for which a member may prescribe if a training program is completed
 - Remove of the Prescription Drug Category (ATC – anatomic therapeutic chemical classification) Drug List from Schedule 3
 - Amend Part 14: Administration of Drugs by Members to permit members trained in an advanced method of administration to administer drugs and vaccines to children 2 years of age and older and, to permit members to prescribe and administer drugs
 - Amend Schedule 1 to include additional tests that may be ordered by a member

Subsequent to the SGM, Vice President Kevin Hamilton, Deputy Registrar Jill Hardy and Assistant Registrar Kim McIntosh attended the College of Physician and Surgeons of Manitoba's Council Meeting on March 16, 2018 to introduce the proposed amendments. A summary on the proposed amendments was provided to CPSM Council.

A working group including members of Doctors Manitoba, Vice President Hamilton and the Registrar have also met to discuss the proposed amendments. There are plans for this working group to continue discussions at a future meeting(s) and then to present to the Board of Doctors Manitoba. As well, a presentation on the amendments is being scheduled with the Board of the College of Registered Nurses of Manitoba. Council discussed a plan for further meetings with government and select stakeholder groups leading up to a formal consultation process for the public, members and stakeholders.

- Consideration of the University of Alberta PharmD for Practicing Pharmacists Program as qualification for Extended Practice Pharmacist designation under section 96(c) of the Regulation

MOTION #23: MOVED BY DERRICK SANDERSON, SECONDED BY GLENDA MARSH TO approve the University of Alberta PharmD for Practicing Pharmacists Program as qualification for Extended Practice Pharmacist designation under section 96(c) of the Pharmaceutical Regulation. CARRIED

12. New Business

- Revisions to the Manitoba Prescribing Practices Program (M3P) Drug List

- Removal of Long Acting Stimulants from the M3P Drug List

The College of Pharmacists of Manitoba (CPhM) and the College of Physicians and Surgeons of Manitoba (CPSM) received a letter from Dr. Andrew Hall and Dr. Lauri Alto requesting that four long acting stimulants be removed from the Manitoba Prescribing Practices Program (M3P) drug list. A copy of the letter was provided to Council. The



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CPhM is gathering additional information and plans on creating an article for an upcoming issue of the *Friday Five* to solicit comments from members about potentially removing these drugs from the list. The information will be brought back to Council for consideration.

ii. Updating the M3P Drug List

The Registrar and Assistant Registrar Kim McIntosh met with the College of Physicians and Surgeons on May 1, 2018. One of the items discussed was updating of the list of drugs covered by the Manitoba Prescribing Practices Program (M3P) to ensure that the drug lists in use by both colleges were the same.

Motion #24: Moved by Glenda Marsh, Seconded by Kathy Batho to approve the updated M3P Drug List.

Carried

b) Update to the Opioid Replacement Therapy Guidelines for Manitoba Pharmacists

The March 21, 2018 edition of the Canada Gazette, Part II: Volume 152, Number 6, outlined changes to the Narcotic Control Regulations and the New Classes of Practitioners Regulations (Diacetylmorphine (Heroin) and Methadone) that will come into effect May 19, 2018. Practitioners of medicine, nurse practitioners, dentists and veterinarians who want to prescribe methadone will no longer need to obtain a federal methadone exemption from the Office of Controlled Substances at Health Canada. Although methadone prescribers will no longer need a federal section 56 methadone exemption, provincial requirements and authorization for health care practitioners who want to prescribe methadone and buprenorphine-naloxone remain in place. The Opioid Replacement Therapy Guidelines for Manitoba Pharmacists have been updated to reflect these changes and was presented for Council's consideration.

The College of Pharmacists of Manitoba is also in the early stages of working with the other colleges to develop a joint statement document to address provincial requirements around the delivery and delegation of methadone administration by the prescriber, as methadone will be regulated as all other narcotics are regulated under the *Controlled Drugs and Substances Act* and the Narcotic Control Regulations as of May 19, 2018.

MOTION #25: MOVED BY KEVIN HAMILTON, SECONDED BY DERRICK SANDERSON TO approve the revised *Opioid Replacement Therapy Guidelines*.

CARRIED

c) Consideration of ISTM Certificate in Travel Health as qualification for Extended Practice Pharmacist designation under section 96(g) of the Regulation

The College has received an application for an Extended Practice Pharmacist (EPPh) with a specialty in travel health. Council considered the International Society of Travel Medicine (ISTM) Certificate in Travel Health as qualification as an EPPh specialty under 96 (g) of the



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Pharmaceutical Regulation. Although the regulation amendments that the College is in the process of pursuing propose travel health as a schedule 3 condition with the ISTM Certificate as the required training, the applicant would like to proceed with the EPPh application due to the uncertainty of the Regulation amendment timeline.

MOTION #26: MOVED BY DERRICK SANDERSON, SECONDED BY KEVIN HAMILTON TO approve the International Society of Travel Medicine (ISTM) Certificate in Travel Health as qualification as an EPPh specialty under 96 (g) of the Pharmaceutical Regulation.

CARRIED

d) Annual General Meeting – May 12, 2018

The College's AGM will take place on Saturday, May 12, 2018 at 10:00 a.m. at The Manitoba Club. A copy of the College's Annual Report was provided to Council members.

e) Province of Manitoba and College of Physicians and Surgeons of Manitoba (CPSM) Consultation for *The Regulated Health Professions Act*

This consultation is related to the proposed CPSM Standards of Practice Regulation, the proposed CPSM General Regulation and the proposed Standards of Practice of Medicine document to be implemented under the legislative framework of *The Regulated Health Professions Act* (RHPA) of Manitoba. In order for the CPSM to come under the legislative framework of the RHPA, these regulations, specific to the CPSM must ultimately be approved and proclaimed in force by the government.

The College has provided feedback to this consultation. The CPSM has recently responded to the College's comments. The CPSM response was provided for Council's review.

f) The Privilege of Self-Regulation

Leanne Matthes, Senior Consultant, Policy, Governance and Strategic Initiatives at the College of Registered Nurses of Manitoba and Member of the Council on Licensure, Enforcement and Regulation (CLEAR). Leanne was invited to the meeting to provide a brief educational session on the privilege of self-regulation, a topic that Leanne has presented on behalf of CLEAR.

Included in the meeting package for Council's information was a guidance document on right-touch regulation published by the Professional Standards Authority for Health and Social Care in the UK.

g) Presentation on College Operations

As this was the Cross-Over Council Meeting where both current Councillors and newly elected/appointed Councillors have an opportunity to interact on issues before the College and in light of the CPhM Strategic Planning Session to be held on June 9 and 10, staff members provided a presentation on the College's current operations.



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h) A Guide to Pharmacy Practice in Manitoba

In November 2013, Council approved the Orientation to the New Practice Framework manual which was developed to help pharmacists understand the changes under the new regulations and the expanded scope of pharmacy practice. At this meeting Council considered approval of a guideline document entitled, “Guide to Pharmacy Practice in Manitoba” which has been updated to reflect:

1. A new title and wording reflecting the current practice of pharmacy in Manitoba rather than new practice;
2. Information on the College, Council and committees as well as vision and mission of the College;
3. Updated or current pharmacy practice information

MOTION #27: MOVED BY PETR PROCHAZKA, SECONDED BY DONNA FORBES TO approve the revised guideline document, *Guide to Pharmacy Practice in Manitoba*.

CARRIED

i) NAPRA Model Standards for Sterile Compounding

Council considered feedback received from members and stakeholders regarding the Council approved implementation timeline for the *NAPRA Model Standards for Pharmacy Compounding of Non-Hazardous and Hazardous Sterile Preparations*. This feedback was gathered from 20 site visits of pharmacies involved in sterile compounding and meetings with groups such as the Regional Pharmacy Directors and CancerCare Manitoba. Concerns were raised by these members and stakeholders that the first phase implementation timeline was not realistically achievable due to a number of factors. After careful consideration, Council considered aligning the first-phase implementation timeline with that of the second-phase without alteration of the final full implementation date for the NAPRA Model Standards of January 1, 2021.

MOTION #28: MOVED BY KEVIN HAMILTON, SECONDED BY GLENDA MARSH THAT all pharmacies engaged in sterile compounding meet a revised first- and second-phase implementation timeline of January 1, 2019.

CARRIED

j) Newly Appointed Public Representatives 2018

The Minister of Health has appointed a roster of 6 public representatives to serve on CPhM Council, the Complaints Committee and the Discipline Committee in keeping with requirements under the *Pharmaceutical Act*. The roster consists of 1 re-appointed public representative, Donna Forbes, and 5 new appointments including Kathleen Batho, Bharti Kapoor, Dr. John Toole, Laurie Andrews and Adele Chornoby.



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Liaison members to Council and College staff with the exception of the Executive Assistant, Deputy Registrar and Registrar left the meeting prior to Council moving to the in camera session.

k) In Camera Session

Council returned from the in camera session to make the following motion.

MOTION #29: MOVED BY DERRICK SANDERSON, SECONDED BY PETR PROCHAZKA THAT Council make the following appointments and re-appointments:

Council

Kathleen Batho – appointed as councillor

Bharti Kapoor – appointed as councillor

Discipline Committee

Ron Eros – re-appointed as Chair

Shannon Trapp – re-appointed as Vice-Chair

Britt Kural – re-appointed as member

Wendy Clark – re-appointed as member

Sonal Purohit – appointed as member

Zahid Zehri – re-appointed as member

Ron Corrigan – re-appointed as member

Laurie Andrews – appointed as member

Dr. John Toole – appointed as member

Complaints Committee

Pat Trozzo - re-appointed as Chair

Bharti Kapoor – appointed as member

Donna Forbes – re-appointed as member

Board of Examiners

Kevin Hamilton – ex-officio appointment as member

Kathleen Batho – appointed as member

Kathryn Peterson – appointed as member

Extended Practice Advisory Committee

Rob Ariano – re-appointed as Chair

Ashley Walus – re-appointed as member

Laurie Andrews – appointed as member

Adele Chornoby – appointed as member

Awards & Nominating Committee

Jennifer Ludwig – ex-officio appointment as Chair



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Glenda Marsh – re-appointed as member
Dr. Lalitha Raman-Wilms – re-appointment as member
Leann McCannel – re-appointment as member
Scott McFeetors – re-appointment as member
Kathryn Peterson – appointed as member
Grant Lawson – re-appointment as member
Ronald Guse – re-appointment as member

Finance & Risk Management Committee

Wendy Clark – ex-officio appointment as Chair
Carol Davis – re-appointment as member
Bill Eamer – re-appointment as member
Bharti Kapoor – appointment as member
Adele Chornoby – appointment as member
Ashley Walus – re-appointment as member

Audit Committee

Carol Davis – re-appointment as member
Bill Eamer – re-appointment as member
Ashley Walus – re-appointment as member

Governance Committee

Glenda Marsh – appointed as Chair
Kyle MacNair – re-appointed as member
Gary Cavanagh – re-appointed as member
Derrick Sanderson – re-appointed as member
Kathleen Batho – appointed as member
Jennifer Ludwig – appointed as member

Quality Assurance (QA) Committee

Peter Prochazka – appointed as Chair

Professional Development Division of QA Committee

Sonal Purohit – re-appointed as Chair

Standards of Practice Division of QA Committee

Kurt Schroeder – appointed as Co-Chair
Brent Booker – appointed as Co-Chair

College of Registered Nurses of Manitoba Extended Practice Advisory Committee

Todd Mereniuk – appointed as member



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Health Information Privacy Committee (HIPC)

Shirley Treacy – re-appointed as member

Manitoba Monitored Drugs Review Committee (MMDRC)

Cali Orsulak – re-appointed as member

Susan Lessard-Friesen – re-appointed as member

MMDRC Sub-Committee

Brent Booker – re-appointed as member

Manitoba Drug Standards Committee (MDSTC)

Dr. Pat Honcharik – re-appointed as member

Manitoba Institute for Patient Safety (MIPS)

Kevin Hamilton - re-appointed as member

Kyle MacNair – re-appointed as alternate member

Patient Utilization Review Committee

Kris Petersen – re-appointed as member

Pharmacy Examining Board of Canada (PEBC)

Dinah Santos – re-appointed as member

CARRIED

13. Adjournment

MOTION #30: MOVED BY DONNA FORBES, SECONDED BY PETR PROCHAZKA THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:15 p.m.