



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Monday 25th March 2019
9:00 a.m. to 4:30 p.m.

COUNCILLORS

Kevin Hamilton, President
Petr Prochazka, Vice President
Wendy Clark, Executive Treasurer
Donna Forbes, Public Representative
Don Himbeault, Public Representative
Laurie Andrews, Public Representative
Nicole Nakatsu, Pharmacist
Sonal Purohit, Pharmacist
Derrick Sanderson, Pharmacist
Kurt Schroeder, Pharmacist
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

LIAISONS TO COUNCIL

Dr. Brenna Shearer, Pharmacists Manitoba Liaison

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, Project Manager (Scribe)

REGRETS

Jennifer Ludwig, Past President
Dr. John Toole, Public Representative
Todd Mereniuk, Pharmacist
Bharti Kapoor, Public Representative
Katie Peterson, CSHP-Manitoba Branch Liaison
Susan Balagus, Pharmacy Technician Liaison
Slava Panchenko, College of Pharmacy Student Liaison

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1. Convene
 - a) Welcome & Introductions
President Hamilton convened the meeting at 9:00 a.m. and welcomed everyone.
 - b) Declaration of Conflict-of-Interest

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

- | | | |
|------|-----------------------------|---|
| i. | P. Prochazka, Sonal Purohit | Agenda Item 10. b. Inducements / Loyalty Program |
| ii. | L. Raman-Wilms | Agenda Item 10. a. Levy Motion |
| iii. | W. Clark | Agenda Item 8. a. Executive Committee Report –
Community Pharmacy Association with Medicinal
Cannabis Companies |

Council discussed each declaration and determined the all Council members could participate fully in all discussions.

2. Approve AGENDA

The Agenda was circulated in advance of the meeting.

President Hamilton informed Council that Item 11. e. AVP Practice Direction has been dealt with previously and could be removed from the Agenda.

MOTION 13/19 (K. Schroeder / D. Sanderson)

That the Agenda be approved as amended.

CARRIED

3. Approve MINUTES

a. Minutes of the Council Meeting, 10th December 2018

MOTION 14/19 (D. Sanderson / P. Prochazka)

To approve the Minutes of the Council Meeting, 10th December 2018, as circulated.

CARRIED

b. Ratify Motions passed by electronic vote, 31st January 2019

(i) It is moved by Donna Forbes and seconded by Laurie Andrews that Council approve the following program requirements for the provincial Safety IQ program:

- A Continuous Quality Improvement coordinator other than the pharmacy manager is recommended, but not required
- A pharmacy must complete the Medication Safety Self-Assessment within the first year and then every 3 years
- A formal Continuous Quality Improvement meeting be conducted with pharmacy staff at a minimum annually with informal huddles occurring as medication incidents occur and as deemed necessary.

(ii) It is moved by Donna Forbes and seconded by Laurie Andrews that Council approve multiple approved/certified platform vendors reporting to a common central Canadian repository and who meet an established set of criteria to meet the goals of the Safety IQ program.

(iii) It is moved by Donna Forbes and seconded by Laurie Andrews that Council forward the program requirement and reporting platform vendor recommendations of the committee to the Standards of Practice committee to be incorporated into the current Medication Incidents and Discrepancies practice direction.

MOTION 15/19**(D. Forbes / N. Nakatsu)**

That the three motions, listed above, as passed in electronic vote by Council, 31st January 2019, be ratified.

CARRIED

c. Minutes of the Special Meeting of Council, 26th February 2019

MOTION 16/19**(D. Sanderson / N. Nakatsu)**

To approve the Minutes of the Special Meeting of Council, 26th February 2019, as circulated.

CARRIED**4. Business Arising**

A summary of Business Arising was circulated to Council.

5. Correspondence

For Information

a) On Board

- D. Sanderson, Letter from Brian Bowman
- Raman-Wilms, CPhM
- UofM Office of the President

6. College Operations Report

For Information; the following highlights were provided to Council:

Lab Test Ordering

- M. Shaker circulated an update on Lab Test Ordering as background information for Council.

Staff Changes

- S. Lessard-Friesen reported on recent staff changes:
 - C. Kulbaba, Executive Assistant, resigned
 - L. Henderson has taken a permanent position as Administrative Assistant
 - M. Shaker has taken a position as Practice Consultant to cover a maternity leave.
 - L. McKietruk has taken a position as Operations Manager

Budget

- S. Lessard-Friesen informed Council that the Budget Report will be addressed in detail during Agenda Item 11. a. 2018 Financial Statements.
- In brief, the 2018 Budget projected a \$ 66, 492 deficit however, a surplus of \$ 119, 745 was reported. Some reasons for the surplus include not being able to complete some larger projects planned for the 2018 Budget year, including website infrastructure re-development and building maintenance and two unexpected staff resignations.

MOTION 17/19**(D. Sanderson / N. Nakatsu)**

To accept the Operations Report for information.

CARRIED

7. Liaison Reports

The following Liaison Reports were circulated in advance of the meeting:

- a. Pharmacy Examining Board of Canada (PEBC)
- b. College of Pharmacy
- c. Canadian Society of Hospital Pharmacists (CSHP)
- d. Pharmacists Manitoba
- e. Pharmacy Technician

MOTION 18/19 (N. Nakatsu / D. Sanderson)

To accept the Liaison Reports, as submitted, for information.

CARRIED

8. Committee Reports

a. Executive Committee & Budget Update

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

The Executive Committee Report was circulated in advance of the meeting. The report was presented in two sections:

- i. For Information to Council
- ii. For Consideration by Council

MOTION 19/19 (N. Nakatsu / K. Hamilton)

To accept the "For Information" section of the Executive Committee Report.

CARRIED

MOTION 20/19 (D. Sanderson / K. Hamilton)

To refer the matter of request for exceptions to the Joint Practice Statement: Rural, Remote, and Underserved Populations – Access to Prescribed Medications to the Standards of Practice Division, Quality Assurance Committee, for further review.

CARRIED

MOTION 21/19 (D. Sanderson / K. Hamilton)

To direct CPhM staff to discuss the matter of community pharmacies' association with medicinal cannabis companies with both NAPRA and CPSM to ensure a unified national and provincial strategy.

CARRIED

Vice President P. Prochazka returned the Chair to President 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 22/19 (K. Schroeder / D. Sanderson)

To accept the "For Information" section of the Quality Assurance Committee Report.

CARRIED

MOTION 23/19 (D. Sanderson / N. Nakatsu)

To accept the “For Information” section of the report from Professional Development Division, Quality Assurance Committee.

CARRIED

MOTION 24/19 (D. Sanderson / L. Raman-Wilms)

To circulate the Practice Direction: Sale of NAPRA Schedule III Drugs for stakeholder feedback.

CARRIED

MOTION 25/19 (D. Sanderson / N. Nakatsu)

To circulate the Practice Direction: Sale of NAPRA Schedule II Drugs for stakeholder feedback.

CARRIED

MOTION 26/19 (P. Prochazka / N. Nakatsu)

To circulate the Practice Direction: Lock and Leave Component for stakeholder feedback.

CARRIED

MOTION 27/19 (P. Prochazka / N. Nakatsu)

To circulate the Practice Direction: Transfer of Patient Care for stakeholder feedback.

CARRIED

MOTION 28/19 (N. Nakatsu / S. Purohit)

To circulate the Practice Direction: Prescribing for stakeholder feedback.

CARRIED

MOTION 29/19 (D. Sanderson / K. Schroeder)

To assign a practice direction writer to take existing Hospital Standards of Practice document and develop a new Hospital Practice Direction.

CARRIED

c. Governance Committee

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

MOTION 30/19 (K. Schroeder / D. Sanderson)

To accept the Governance Committee Report as information.

CARRIED

d. Finance & Risk Management Committee

The Finance and Risk Management Committee has not met since the last Council meeting, therefore there is no new report since its last report to Council, 10th December 2018.

e. Board of Examiners

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

MOTION 31/19 (N. Nakatsu / K. Schroeder)

To accept the Board of Examiners Report as circulated.

CARRIED

f. Discipline Committee

The Discipline Committee Report was circulated at the meeting.

MOTION 32/19 (D. Sanderson / N. Nakatsu)

To accept the Discipline Committee Report as circulated.

CARRIED

g. Awards & Nominating Committee

The Awards and Nominating Committee Report was circulated in advance of the meeting.

MOTION 33/19 (N. Nakatsu / S. Purohit)

To accept the Awards and Nominating Committee Report as circulated.

CARRIED

President K. Hamilton drew special attention to the student awards listed in the report and acknowledged their accomplishments.

h. Audit Committee

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

MOTION 34/19 (N. Nakatsu / K. Schroeder)

To accept the "For Information" section of the Audit Committee Report as circulated.

CARRIED

i. Extended Practice Advisory Committee

No report at this time.

j. Complaints Committee

The Complaints Committee Report was circulated at the meeting.

MOTION 35/19 (W. Clark / D. Forbes)

To accept the Complaints Committee Report as circulated.

CARRIED

k. Ad Hoc Committee on Compounding

The Ad Hoc Committee on Compounding Report was circulated in advance of the meeting.

MOTION 36/19 (N. Nakatsu / K. Schroeder)

To accept the "For Information" section of the Ad Hoc Committee on Compounding Report as circulated.

CARRIED

MOTION 37/19 (S. Purohit / P. Prochazka)

To approve the modified decision algorithm for risk assessment from the Model Standards for Pharmacy Compounding of Non-Sterile Preparations Guidance Document.

CARRIED

MOTION 38/19 (D. Sanderson / P. Prochazka)

To approve an amendment to the NAPRA Model Standards for Pharmacy Sterile Compounding regarding gloving procedures for sterile compounding and that this amendment remain in effect until January 1st 2021.

CARRIED

I. Safety IQ Advisory Committee

The Safety IQ Advisory Committee Report was circulated in advance of the meeting.

MOTION 39/19 (L. Andrews / P. Prochazka)

To accept the "For Information" section of the Safety IQ Advisory Committee Report as circulated.

CARRIED

9. Strategic Plan Update

For information only. No decision required.

10. Unfinished Business

a. Levy Motion

MOTION 40/19 (D. Sanderson / N. Nakatsu)

To hold an electronic poll in advance of the AGM on the Member's Motion regarding the College of Pharmacy, Faculty of Health Sciences, University of Manitoba levy and that the results of the vote be reported to the membership at that AGM on May 4th 2019.

Received by email: Tuesday 19th February 2019

Moved by: Christin Franken

Seconded by: Schalk Strydom

"**THAT** commencing with the 2020 licensing year, the College of Pharmacists of Manitoba supports a change in the mandatory \$100.00 fee (levy) historically charged to each member of the College to a **voluntary** donation of \$100.00 or of a magnitude as chosen by each member individually, which **voluntary** donation is to be forwarded to the College of Pharmacy, Faculty of Health Sciences, University of Manitoba, to be used exclusively by the College of Pharmacy for programs that enhance the education of the students enrolled in the undergraduate program of the College of Pharmacy and/or pharmacists."

All in favour: 8
Opposed: 1 W. Clark
Abstention: 1 L. Raman-Wilms

CARRIED

11. New Business

At 1:00 p.m. Monika Pauls Laucht , and Colin MacLean, Grant Thornton LLP, joined the meeting by teleconference to address any questions of Council regarding the 2018 Financial Statements and audit process.

MOTION 41/19 (W. Clark / N. Nakatsu)

To approve and accept the Non-Consolidated Financial Statements for the College of Pharmacists of Manitoba, the Summary Non-Consolidated Financial Statements for the College of Pharmacists of Manitoba, and the Financial Statements for DIA Management Group Ltd. as of December 31st 2018, and for the year then ended, as discussed and amended by the Audit Committee, for presentation to the members at the Annual General Meeting to be held on May 4th 2019.

CARRIED

MOTION 42/19 (L. Raman-Wilms / D. Sanderson)

To approve the management representation letter from the College of Pharmacists of Manitoba to Grant Thornton LLP and authorize the Registrar and Deputy Registrar to sign the letter on behalf of the College.

CARRIED

MOTION 43/19 (D. Sanderson / K. Schroeder)

To re-appoint Grant Thornton LLP as auditors of the College of Pharmacists of Manitoba for the 2019 year.

Further, Council recommends Finance – Risk Management Committee issue an RFP to select an independent auditor in time for the 2020 fiscal audit.”

CARRIED

Return to Agenda Item 10. a.

MOTION 44/19 (D. Sanderson / D. Forbes)

To refer the matter of CPhM Awards Program to evaluate each award and determine if each is in line with the mandate of the College.

All in favour:	8	
Opposed:	1	L. Andrews
Abstention:	1	K. Schroeder

CARRIED

Council rose from the general meeting and convened in-camera at 1:38 p.m.

Council rose from its in-camera session and reconvened in a general meeting at 1:55 p.m.

Direction: The Registrar was asked to develop an Options Paper, based on the Human Resources Capacity Review and Report.

10. Unfinished Business

b. Inducements / Loyalty Programs

MOTION 45/19 (D. Sanderson / D. Forbes)

To release the results of the survey of members regarding inducements and loyalty programs, conducted December 2017.

All in favour: 9
Opposed: 0
Abstention: 1 P. Prochazka

CARRIED

MOTION 46/19 (D. Sanderson / D. Forbes)

To provide a briefing note to the Minister of Health, Seniors and Active Living, when the Executive Committee and staff meet with Minister Friesen, April 1st 2019, setting out the on-going concerns of the College regarding inducements and loyalty programs.

CARRIED

11. New Business

b. Annual General Meeting

MOTION 47/19 (D. Sanderson / N. Nakatsu)

To approve the Annual General Meeting Agenda as revised.

CARRIED

The Annual Report, final draft, will be circulated to Council prior to publishing.

c. Pharmacist Prescribing of *Controlled Drugs and Substances Act* (CDSA) Drugs

MOTION 48/19 (K. Schroeder / D. Sanderson)

To inform NAPRA that CPhM encourages a change to the CDSA to allow pharmacists in Canada to prescribe, de-prescribe, and initiate prescriptions of CDSA drugs.

CARRIED

d. Letter of Request from Dr. Thomas Mutter

MOTION 49/19 (N. Nakatsu / K. Schroeder)

To approve distribution of the research survey on the prescription opioid crisis and postoperative opioid prescribing through Friday Five publications.

CARRIED

e. AVP Practice Direction Achieved; Item removed from Agenda

f. Member Appeals to Council

MOTION 50/19 (K. Schroeder / S. Purohit)

That an appeal to Council by a member be denied. The fine, as levied, is upheld.

All in favour: 9
Opposed: 0
Abstention: 1 D. Forbes

CARRIED

MOTION 51/19 (D. Sanderson / L. Andrews)

That an appeal to Council by a member be denied. The fine, as levied, is upheld.

All in favour: 9
Opposed: 0
Abstention: 1 K. Schroeder

CARRIED

MOTION 52/19 (D. Sanderson / S. Purohit)

That an appeal to Council by a member be denied. The fine, as levied, is upheld.

CARRIED

g. International Prescription Referral Services

MOTION 53/19 (D. Sanderson / D. Himbeault)

To revise *the Pharmaceutical Act* as follows:

90(1) a person who contravenes a provision of this Act or the regulations other than Section 94 of this Act (confidentiality of information), is guilty of an offense and is liable of summary conviction or a fine of not more than

- c) \$250, 000 for a first offence if the person is not an individual; and
- d) \$500, 000 for a subsequent offence if the person is not an individual.

CARRIED

MOTION 54/19 (D. Sanderson / D. Forbes)

To recomend IPS businesses be removed as a practice of pharmacy. IPS businesses would be regulated by Health Canada under an Establishment License. IPS businesses engage in drug distribution rather than the practice of pharmacy.

CARRIED

h. Preceptor Applications

MOTION 55/19 (D. Sanderson / W. Clark)

To approve the additional preceptor approval criteria, as presented.

CARRIED

i. Joint Statement on Collaborative practice and Inter-professional Practice Directions

MOTION 56/19 (N. Nakatsu / L. Andrews)

To circulate the Inter-professional Joint Statement on Collaborative Care for stakeholder consultation.

All in favour: 9
Opposed: 0
Abstention: 1 K. Schroeder

CARRIED

MOTION 57/19 (N. Nakatsu / L. Andrews)

To review the Policy Statement: Practice Directions, with the possibility of developing a stream for inter-professional Practice Directions.

CARRIED

- j. Self-Assessment Tool
For information only; no decision required
- k. Pharmacy Technician Structured Practical Training

MOTION 58/19 (N. Nakatsu / L. Raman-Wilms)

To approve the Pharmacy Technician Structured Practical Training Program as presented.

CARRIED

- 12. Council Evaluation
Council members were asked to complete the evaluation as circulated.
- 13. Next Meeting
The next meeting of Council is scheduled for:

DATE: Friday 3rd May 2019
TIME: 9:00 a.m. to 4:30 p.m.
- 14. Meeting Adjournment

MOTION 59/19 (D. Sanderson)

To adjourn the meeting at 3:45 p.m.