



# College of Pharmacists of Manitoba

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## MINUTES

**Meeting of Council  
Monday 22<sup>nd</sup> July 2019  
9:00 a.m. to 4:30 p.m.**

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### **COUNCILORS**

Kevin Hamilton, President  
Wendy Clark, Executive Treasurer  
Laurie Andrews, Public Representative  
Donna Forbes, Public Representative  
Don Himbeault, Public Representative  
Nicole Nakatsu, Pharmacist  
Sonal Purohit, Pharmacist  
Derrick Sanderson, Pharmacist  
Kurt Schroeder, Pharmacist  
Dr. John Toole, Public Representative

### **LIAISONS TO COUNCIL**

Jennifer Gibson, CSHP-Manitoba Branch Liaison  
Susan Balagus, Pharmacy Technician 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**

Petr Prochazka, Vice President  
Jennifer Ludwig, Past President  
Todd Mereniuk, Pharmacist  
Bharti Kapoor, Public Representative  
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy  
Dr. Brenna Shearer, Pharmacists Manitoba Liaison  
Slava Panchenko, College of Pharmacy Student Liaison

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1. Convene
    - a) Welcome & Introductions  
President Hamilton convened the meeting at 8:59 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. N. Nakatsu Agenda Item 11. d. Urine Drug Screening

Council considered the declaration and determined the all Council members could participate fully in all discussions; N. Nakatsu was asked to abstain from voting on item in conflict.

2. Approve AGENDA

The Agenda was circulated in advance of the meeting.

K. Hamilton reminded Council that, in the quest for greater transparency, a standing item “in-camera” is no longer included on the agenda. Council Members are asked to put forward a motion if they wish to convene in-camera during the course of the meeting.

**MOTION 83/19 (K. Schroeder / N. Nakatsu)**

That the Agenda be approved as circulated.

**CARRIED**

3. Approve MINUTES

- a. Minutes of the Council Meeting, 3<sup>rd</sup> May 2019

**MOTION 84/19 (D. Forbes / S. Purohit)**

To approve the Minutes of the Council Meeting, 3<sup>rd</sup> May 2019, as presented.

**CARRIED**

- b. Minutes of the Annual General Meeting, 4<sup>th</sup> May 2019

**MOTION 85/19 (D. Forbes / S. Purohit)**

To approve the Minutes of the 141<sup>st</sup> Annual General Meeting, held 4<sup>th</sup> May 2019, for presentation at the next Annual General Meeting, 2020.

**CARRIED**

4. Business Arising

A summary of Business Arising was circulated to Council.

5. Correspondence

- a. On Board  
The following was provided for Information:

- i. C. Briggs, 21<sup>st</sup> May 2019
- ii. L. Raman-Wilms, Dean, College of Pharmacy, 3<sup>rd</sup> June 2019
- iii. “Pharming” the North, <http://news.radyfhs.umanitoba.ca/pharming-the-north/>
- iv. Letter from Pfizer re: Bowl of Hygeia Program Closure

6. College Operations Report  
For Information; the following highlights were provided to Council:

**Strategic Priority #1: Evaluate, Align, and Allocate Resources**

Staffing

S. Lessard-Friesen reported that:

- L. Henderson has accepted the position of Executive Assistant, effective 22<sup>nd</sup> July 2019
- J. Bagalay has accepted the position of Administrative Assistant, effective 29<sup>th</sup> July 2019

Operations / Building Maintenance

S. Lessard-Friesen highlighted several recent upgrades to building security.

**Strategic Priority #2: Develop a Holistic Quality Assurance Strategy**

J. Hardy highlighted recent accomplishments towards Safety IQ, Pharmacy Inspections, Sterile Compounding Inspections, Meetings with the Medical Examiner, and the development of Pharmacy Law Modules.

**Strategic Priority #3: Build and Strengthen Relationships with Stakeholders**

J. Hardy highlighted the work done by working groups and staff of CPhM with stakeholders: P4T, NAPRA Working Groups (Medication Incident Reporting WG, Cross-Jurisdictional WG, Culture of Professionalism WG), Canadian Council on Continuing Education in Pharmacy, WRHA, and MB Pharmacy Technician Conference.

**MOTION 86/19 (N. Natasku / D. Himbeault)**

To accept the Operations Report for information.

**CARRIED**

7. Liaison Reports

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

- a. College of Pharmacy
- b. Canadian Society of Hospital Pharmacists (CSHP)
- c. Pharmacists Manitoba
- d. National Association of Pharmacy Regulatory Authorities (NAPRA)

Susan Balagus gave a verbal report to Council on behalf of Pharmacy Technicians.

**MOTION 87/19** (D. Forbes / S. Purohit)  
To accept the Liaison Reports, as received, for information.

**CARRIED**

8. Committee Reports

President K. Hamilton turned the Chair over to W. Clark, Executive Treasurer.

a. Executive Committee & Budget Update

The Executive Committee Report was circulated in advance of the meeting. The report was for information to Council

**MOTION 88/19** (K. Hamilton / D. Himbeault)  
To accept the Executive Committee Report as presented.

**CARRIED**

W. Clark 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 89/19** (K. Schroeder / J. Toole)  
To accept the Quality Assurance Committee Report for information.

**CARRIED**

**MOTION 90/19** (K. Schroeder / N. Nakatsu)  
To approve the Practice Direction: Drug Distribution and Storage, as presented, for consultation and stakeholder feedback.

**CARRIED**

**MOTION 91/19** (N. Nakatsu / D. Sanderson)  
To approve the Practice Direction: Prescribing and Dispensing, as presented, for consultation and stakeholder feedback.

**CARRIED**

**MOTION 92/19** (N. Nakatsu / K. Schroeder)  
To approve the Practice Direction: Administration of Drugs including Vaccines, as presented, for consultation and stakeholder feedback.

**CARRIED**

**MOTION 93/19** (N. Nakatsu / K. Schroeder)  
To approve the Practice Direction: Test Interpretation, as presented, for consultation and stakeholder feedback.

**CARRIED**

**MOTION 94/19 (D. Sanderson / N. Nakatsu)**

To approve the Practice Direction: Medication Incidents and Discrepancies or Near-Miss Events, as presented, including the Safety IQ Guidance Document, for consultation and stakeholder feedback.

**CARRIED**

**MOTION 95/19 (K. Schroeder / N. Nakatsu)**

To approve the development of a style guide for practice directions by CPhM staff to ensure consistency across documents published by the College.

**CARRIED**

c. Governance Committee

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

**MOTION 96/19 (D. Forbes / N. Nakatsu)**

To accept the Governance Committee Report for information, as circulated.

**CARRIED**

d. Finance & Risk Management Committee

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

**MOTION 97/19 (S. Purohit / D. Himbeault)**

To accept the Finance and Risk Management Committee Report for information, as presented

Motion 97/19 was introduced and seconded; discussion followed. Council then proceeded to go in-camera and the question was never called. The motion died on the floor.

The Finance Risk Management Cte Report, for information, will be considered for approval by Council at its next meeting.

**At 10:15 a.m.**

**MOTION 98/19 (D. Sanderson / W. Clark)**

To rise from a General Meeting and reconvene in-camera.

**CARRIED**

**At 11:01 a.m.**

**MOTION 99/19 (D. Sanderson / D. Forbes)**

To rise from in-camera session and reconvene in a General Meeting.

**CARRIED**

**MOTION 100/19 (D. Sanderson / L. Andrews)**

To direct Finance Risk Management Committee to review the 2020 Budget draft and present a zero-deficit projection for Council's approval. In particular the Committee is asked to:

- Review Line 3308: Fines and Costs and attempt to more accurately project the line value for 2020
- Review Line 3352: Investment Interest and attempt to more accurately project the line value

- Review options with regard to Pharmacist and Pharmacy licence fees for 2020, in order to present a balanced Budget draft for 2020.

**CARRIED**

e. Board of Examiners

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

**MOTION 101/19 (D. Forbes / K. Schroeder)**

To accept the Board of Examiners Report as circulated.

**CARRIED**

f. Discipline Committee

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

**MOTION 102/19 (S. Purohit / K. Schroeder)**

To accept the Discipline Committee Report as circulated.

**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

No report at this time.

j. Complaints Committee

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

**MOTION 103/19 (D. Forbes / J. Toole)**

To accept the Complaints Committee Report as circulated.

**CARRIED**

**MOTION 104/19 (D. Forbes / N. Nakatsu)**

To direct the Standards Division of the Quality Assurance Committee to develop a draft Standard of Practice re: Professional Boundaries and Relationships for consideration by Council.

**CARRIED**

k. 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 was circulated in advance of the meeting.

**MOTION 105/19 (K. Schroeder / N. Nakatsu)**

To accept the Safety IQ Advisory Committee Report as circulated.

**CARRIED**

9. Strategic Plan Update

J. Hardy, Deputy Registrar gave a presentation to Council summarizing objectives met in year one of the Strategic Plan and set out an operational plan for Year Two. The presentation was for information only. No decision required.

10. Unfinished Business

a. Levy Motion

K. Hamilton gave a brief history of the Member Motion and the result of the electronic ballot.

**MOTION 106/19 (D. Sanderson / J. Toole)**

That, commencing with the 2020 licensing year, the College of Pharmacists of Manitoba will cease to levy a \$ 100.00 fee to each member renewing a pharmacist licence. In the past, this levy had been forwarded to the College of Pharmacy, Rady Faculty of Health Sciences, University of Manitoba.

In the future, pharmacists have the option to make voluntary contributions to the College of Pharmacy.

**CARRIED**

**MOTION 107/19 (D. Forbes / D. Sanderson)**

To develop a statement, approved by Executive Committee, that will be posted on the CPhM website, encouraging CPhM licence-holders to donate to the College of Pharmacy.

**CARRIED**

A link will be established on the CPhM website to redirect individuals who wish to make a donation, to a platform of the College of Pharmacy, University of Manitoba.

b. Inducements / Loyalty Programs

The Working Group has scheduled a meeting for 4<sup>th</sup> September 2019. It's first task will be to draft Terms of Reference for Council's consideration.

c. Prescription Referral Service

College staff is preparing a risk assessment for Council's consideration at its next meeting.

d. Proposed Amendments to the Act and Regulation to Expand Pharmacist Prescriptive Authority

**MOTION 108/19 (D. Forbes /K. Schroeder)**

To direct staff to send responses to all those parties who submitted comments during the consultation period.

**CARRIED**

**MOTION 109/19 (D. Sanderson / S. Purohit)**

To request a meeting with the Minister of Health, Seniors and Active Living, to present the request for amendments to the Act and Regulations to expand a pharmacist prescriptive authority.

**CARRIED**

- e. Test Ordering by Pharmacists and eChart Access in Community Pharmacies  
Report from the CPhM – Pharmacists Manitoba Presidents' Meeting
- f. Pharmacy Services – Rural and Remote Pharmacies  
J. Hardy provided a brief update for Council on the matter.
- g. CPhM vs. Mr. Daren Jorgenson  
S. Lessard-Friesen provided an update to Council on the matter.
- h. Interprofessional Collaboration Framework

**MOTION 110/19 (N. Nakatsu / J. Toole)**

To approve the Joint Interprofessional Statement on Collaborative Care for implementation.

**CARRIED**

**MOTION 111/19 (K. Schroeder / D. Sanderson)**

To direct staff to collaborate with other provincial health regulators to develop a style guide for interprofessional practice directions.

**CARRIED**

**MOTION 112/19 (S. Purohit / L. Andrews)**

To direct staff to draft revisions to the Policy Statement: Practice Directions to include joint practice directions, as appropriate, for Council review.

**CARRIED**

- i. Regulation of Cannabis – Health Canada Consultation on the potential market for non-Rx cannabis health products that would not require practitioner oversight
  - S. Lessard-Friesen provided an update on CPhM participation in the consultation by Health Canada, to date.

11. New Business

a. Member Appeals to Council

- i. In-person presentation Timed Item 2:00 p.m.

**MOTION 113/19 (S. Purohit / L. Andrews)**

To uphold the fine as originally levied.

**CARRIED**

- ii. Written submission

**MOTION 114/19 (K. Schroeder / D. Sanderson)**

To uphold the fine as originally levied.

**CARRIED**

Council requested that staff review procedural and logistical aspects of the reminders to registrants generated from the data management system to ensure clarity and effectiveness.



- b. Cayton Report  
J. Hardy presented to Council an overview of the *Action Plan: Addressing the Recommendations and Unmet Standards in the Cayton Report*, a response by College of Dental Surgeons of British Columbia (CDSBC) to the recommendations made by Mr. Cayton in his inquiry. The CDSBC Action Plan and Guiding Principles highlight the CDSBC's commitment to safety of patients and the public, and to strong governance, transparency and accountability in it's approach to regulation.
- c. CPhM Quality Assurance/Continuous Quality Improvement Program
  - i. Quality Indicators for Pharmacy Practice and Regulation in Manitoba

**MOTION 115/19 (S. Purohit / L. Andrews)**

To direct the Quality Assurance Committee to develop a draft Terms of Reference for Council review regarding quality indicators for pharmacy practice in Manitoba.

**CARRIED**

- ii. Medical Examiner Data on Diphenhydramine, Briefing Note

**MOTION 116/19 (N. Nakatsu / W. Clark)**

To direct the Quality Assurance Committee to explore the risks and benefits of moving over-the-counter diphenhydramine and dimenhydrinate products behind the counter.

**CARRIED**

- d. Urine Drug Screening, Briefing Note

**MOTION 117/19 (D. Sanderson / W. Clark)**

To direct staff to facilitate the work of Dr. Oleschuk by publishing the survey information in the Friday Five.

**CARRIED**

- e. Proposed 2020 Council Meeting Schedule

**MOTION 118/19 (L. Andrews / S. Purohit)**

To accept the proposed Council Meeting Schedule for 2020 as presented.

**CARRIED**

- f. Friday Five Survey Request

**MOTION 119/19 (D. Sanderson / L. Andrews)**

To permit posting a survey in the Friday Five to assist in the research of Ms. E. Bedard and Ms. D. Lee on the topic of "Identifying Successful Pharmacists."

**CARRIED**

- g. Appointments

**MOTION 120/19 (D. Sanderson / N. Nakatsu)**

To appoint Jaden Brandt to the College of Physicians and Surgeons Working Group to develop a Standard of Practice for Prescribing Benzodiazepines.

**CARRIED**

**MOTION 121/19**

**(K. Schroeder / W. Clark)**

To appoint D. Himbeault, Council Member, to the Board of Examiners.

**CARRIED**

12. Council Evaluation

Council members were asked to complete the evaluation as provided in an on-line survey.

13. Next Meeting

The next meeting of Council is scheduled for:

DATE: Monday 30<sup>th</sup> September 2019

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

LOCATION: 200 Taché Avenue, Winnipeg MB

14. Meeting Adjournment

**MOTION 122/19**

**(N. Nakatsu)**

To adjourn the meeting at 2:32 p.m.