



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Tuesday 18th February 2020
9:00 a.m. to 4:30 p.m.

COUNCILORS

Kevin Hamilton, President
Petr Prochazka, Vice President
Wendy Clark, Executive Treasurer
Jennifer Ludwig, Past President
Laurie Andrews, Public Representative
Don Himbeault, Public Representative
Bharti Kapoor, Public Representative
Nicole Nakatsu, Pharmacist
Derrick Sanderson, Pharmacist
Kurt Schroeder, Pharmacist
Todd Mereniuk, Pharmacist
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy (*arrived at 11:23 am*)

LIAISONS TO COUNCIL

Jennifer Gibson, CSHP-Manitoba Branch Liaison (*participated by teleconference*)
Dr. Brenna Shearer, Pharmacists Manitoba 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
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development (*participated by teleconference*)
Meret Shaker, Practice Consultant (*participated by teleconference*)
Ronda Eros, Practice Consultant (*participated by teleconference*)
Chris Louizos, Quality Assurance and Field Officer (*participated by teleconference*)
Lori McKietiuik, Director of Operations (*participated by teleconference*)
Lindsay Henderson, Executive Assistant

REGRETS

Dr. John Toole, Public Representative
Donna Forbes, Public Representative
Sonal Purohit, Pharmacist
Danika Vandale, College of Pharmacy Student Liaison
Dinah Santos, PEBC Liaison

1. Call to Order

a. Welcome & Introductions

K. Hamilton convened the meeting at 9:03 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. T. Mereniuk – Agenda Item 10.x., Non-Practicing Membership Application
- ii. P. Prochazka – Agenda Item 11.a., Inducements & Loyalty Programs
- iii. D. Sanderson – Agenda Item 11.e., Pharmacy Services – Rural & Remote

Council considered the declarations and determined P. Prochazka and D. Sanderson could participate fully in all discussions, however they were asked to abstain from voting on items in conflict. T. Mereniuk was asked to abstain from participating in discussion and voting on item in conflict.

2. Additions to Agenda & Approval of Agenda

MOTION 1/20 (K. Schroeder / N. Nakatsu)

To approve the agenda as circulated.

CARRIED

3. Regulatory Trends

Recommending readings were circulated in advance of the meeting and discussed, including the following:

- Transcript of a Council on Licensure, Enforcement, and Regulation (CLEAR) podcast titled “What It Means to Be a Good Regulator”

- Consultation package from the Ontario College of Pharmacists (OCP) regarding proposed by-law amendments necessary to implement its governance review

4. In-Camera – Review of December 2, 2019 Council Member Evaluations

Council moved to an in-camera session, at 9:12 am, to review and discuss the individual Council member evaluations of the meeting on December 2, 2019.

S. Lessard-Friesen left the in-camera session and Council moved to a Council-only session at 9:17 am.

Council moved out of the in-camera session at 9:58 am.

5. Approval of December 2, 2019 Meeting Minutes

MOTION 2/20 (T. Mereniuk / B. Kapoor)

To approve the Minutes of the December 2, 2019 Council Meeting as circulated.

CARRIED

6. Business Arising

A summary of business arising from the minutes of the Council meeting on December 2, 2019, was circulated in advance of the meeting.

7. Strategic Plan Update

Updates on the strategic plan objectives and operational priorities were circulated in advance of the meeting. Additional information regarding a future governance review with guidance from a consultant was provided.

CARRIED

8. Operations Report

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

MOTION 3/20 (J. Ludwig / W. Clark)

To accept the Operations Report for information, with the following amendment:

- Meeting between Manitoba Institute of Trades and Technology and the College of Pharmacists of Manitoba took place on December 10, 2019, as referenced on page 42

CARRIED

9. Financial Reporting and Monitoring

MOTION 4/20 (J. Ludwig / D. Himbeault)

To accept the Finance & Risk Management Committee report to Council as circulated.

CARRIED

The following documents were circulated in advance of the meeting:

- 2019 Budget Update
- 2019 Actuals, Budget, and Variance Report

- 2019 Summary of Accounts
- 2018/2019 Year-to-Year Comparisons

An update was provided on alternative financial reporting styles and best practices, the request for proposal process planned for external audit firms, and policy documents reviewed and in development.

10. Committee Reports

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

a. Executive Committee

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

MOTION 5/20 (W. Clark / B. Kapoor)

To accept the Executive Committee Report to Council as circulated.

CARRIED

P. Prochazka returned the Chair to K. Hamilton.

i. Proposed Amendments to the Act & Regulation to Expand Pharmacist Prescribing Authority

An update was provided on the meeting held January 28, 2020, with Executive Committee and the Minister of Health, Seniors and Active Living.

K. McIntosh and M. Shaker joined the meeting at 9:50 a.m.

The proposed amendments to the *Pharmaceutical Act* and Regulation, termed regulatory improvements, were discussed and presented as sets. Council was asked to prioritize the sets for a potential staged approach to implementation, based on benefit to patient access to quality care as well as operational resources available to the College at this time. Council prioritized the sets in the following order:

1. Expansion of Schedule 3 Prescribing
2. Administration of Injections and Prescribing and Administering
3. Therapeutic Substitution
4. Expansion of Schedule 1 (lab tests that a member may order)

Liaison and Council members from Pharmacists Manitoba, CSHP-MB and the College of Pharmacy agreed to consult with their respective organizations for feedback before a letter is sent to the Minister of Health, Seniors and Active Living with a proposal for the staged approach to implementation.

K. McIntosh and M. Shaker left the meeting at 10:06 a.m.

ii. NAPRA National Drug Schedule Update

An update was provided on NAPRA's staged approach to the removal of natural health products (NHPs) from NAPRA's National Drug Schedules (NDS). Several changes to the NDS listings were provided, including Health Canada's request to delay removal of ephedrine and pseudoephedrine until January 2, 2021. NAPRA and Health Canada are continuing discussions and no action is required by CPhM at this time.

R. Eros joined the meeting at 10:10 a.m.

iii. Pharmacy Technician – International Candidates & Bridging Education Requirement

An update was provided on the status of internationally trained pharmacy technicians and pharmacists as pharmacy technician candidates across Canada. Several provinces, including Manitoba, require completion of a bridging program, and are collaborating on possible alternatives. An environmental scan of current provincial policies regarding international technician applicants was circulated in advance of the meeting.

R. Eros left the meeting at 10:18 a.m.

iv. 2020 District V NABP/AACP Meeting

An update was provided on the District V NABP/AACP Meeting that will be jointly hosted by the University of Manitoba, College of Pharmacy and CPhM from August 5-7, 2020, at Inn at the Forks in Winnipeg.

v. Lab Test Ordering by Pharmacists for Outpatients in Manitoba

The history of the first phase of implementation of lab test ordering for pharmacists in Manitoba was reviewed and Council considered options for the next phase. From a regulatory standpoint, all standards of practice, forms for test ordering, and infrastructure for full implementation have already been put in place by CPhM and allied organizations, including Pharmacists Manitoba, Shared Health, Dynacare and Manitoba Health. Executive Committee recommended that Council permit all practicing pharmacists in Manitoba, that qualify and meet the requirements, to order lab tests.

MOTION 6/20

(K. Hamilton / J. Ludwig)

To open lab test ordering to all pharmacies in Manitoba by the end of February 2020.

CARRIED

vi. Council Meeting Types Policy

Council considered the draft “Council Meeting Types, Sessions, and Purpose Policy” that was reviewed by Governance Committees. Executive Committee also reviewed the draft and recommends Council approve and implement the policy. As part on the ongoing governance review, the Governance Committee is considering development of a policy regarding public access to Council meetings, as they are open to the public.

MOTION 7/20

(K. Hamilton / T. Mereniuk)

To approve the “Council Meeting Types, Sessions, and Purpose” policy as circulated.

In Favour: 11

Opposed: 1

CARRIED

vii. 2020 Council Elections

MOTION 8/20

(K. Hamilton / T. Mereniuk)

To approve the following 2020 Council Election documents as circulated:

1. Council Election 2020 Schedule
2. Call for Nominations
3. Nomination Form
4. 2020 Biographical Sketch

Documents #2-4 will be distributed to all practicing pharmacists in Manitoba.

CARRIED

viii. 142nd Annual General Meeting (AGM) & Awards Presentation

Several documents related to the AGM and Awards Presentation, scheduled for May 9, 2020, at Inn at the Forks in Winnipeg, were circulated in advance of the meeting. Executive committee made several recommendations for Council's consideration regarding budget and logistics of the event.

MOTION 9/20 (K. Hamilton / T. Mereniuk)

To approve the "CPhM AGM Agenda" and "Notice of AGM to CPhM Members" as circulated. The "Annual General Meeting – Rules of Procedure" document is approved with the following amendments:

1. Change in #2 - "A quorum must be at least 5% of the voting members in attendance" to "A quorum must be at least 30 voting members in attendance"
2. Under Clarification, add "(non-member or member of the public)" after the word "attendee".

CARRIED

MOTION 10/20 (K. Hamilton / J. Ludwig)

To keep the same sequence of events for the 2020 AGM and Awards Presentation as was implemented in 2019. Lunch will be served at noon, followed by the AGM. Dessert will be served as the Awards presentation commences.

CARRIED

MOTION 11/20 (K. Hamilton / L. Andrews)

To provide complementary lunch at the AGM and Awards Presentation on May 9, 2020, to all practicing pharmacists.

CARRIED

ix. Practice Guideline for Professional Boundaries in Therapeutic Relationships

The draft "Practice Guideline for Professional Boundaries in Therapeutic Relationships" was circulated in advance of the meeting. Executive Committee recommends that Council approved this practice guideline.

MOTION 12/20 (K. Hamilton / B. Kapoor)

To approve the "Practice Guideline for Professional Boundaries in Therapeutic Relationships" as circulated.

CARRIED

T. Mereniuk left the meeting at 11:15 a.m.

x. Non-practicing Membership Application

MOTION 13/20 (D. Sanderson / B. Kapoor)

To deny the applicant a non-practicing membership.

CARRIED

T. Mereniuk returned to the meeting at 11:23 a.m.

L. Raman-Wilms joined the meeting at 11:23 a.m.

xi. Awards Program Review

The following conflicts were declared:

Patient Safety Award – N. Nakatsu, D. Sanderson, P. Prochazka, J. Ludwig, K. Hamilton
Young Leader Awards – L. Raman-Wilms

Council voted that those with a declared conflict for this agenda item participate fully in all discussions, however were asked to abstain from voting.

In Favour: 4
Opposed: 1
Abstention: 1

MOTION 14/20 (D. Himbeault / T. Mereniuk)

To maintain the awards program in whole, with revision to individual awards criteria and composition of the Awards and Nominating Committee, with the view to divest the awards program to an alternate organization(s) in an appropriate timeline to be determined by the Governance Committee.

CARRIED

b. Quality Assurance Committee

The Quality Assurance Committee Report was circulated in advance of the meeting.

MOTION 15/20 (N. Nakatsu / J. Ludwig)

To accept the Quality Assurance Committee Report for information.

CARRIED

MOTION 16/20 (P. Prochazka / L. Raman-Wilms)

To approve implementation of a yearly mandatory education module for Manitoba pharmacists, as recommended by the Quality Assurance Committee. The Social Media Module, developed by the Manitoba Alliance of Health Regulatory Colleges (MAHRC), will serve as the first mandatory module for Manitoba pharmacists.

CARRIED

Council agreed to discuss k. Safety IQ Advisory Committee before c. Governance Committee

R. Eros joined the meeting at 1:01 p.m.

k. Safety IQ Advisory Committee

The Safety IQ Advisory Committee Report was circulated in advance of the meeting. A verbal update was provided on program requirements, reporting platform criteria, data access, implementation and financial considerations. Current challenges with platform providers and the National Incident Data Repository housed by ISMP Canada were discussed.

MOTION 17/20 (N. Nakatsu / B. Kapoor)

To accept the Safety IQ Advisory Committee Report for information.

CARRIED

MOTION 18/20 (J. Ludwig / D. Sanderson)

To approve the following changes to the Incident and Discrepancies Practice Direction, as recommended by the Safety IQ Advisory Committee. The practice direction will come into effect in 2021.

- 1) **Definition – Anonymous Reporting** – formatting change
- 2) **Disclosure Process and Apology, Section 3.2.2.3:** *“Advise the patient of the consequences (both short and long term) from the incident.”*
- 3) **Investigation, Section 3.2.3.2:** *The medication incident is promptly and anonymously reported by pharmacy staff member(s) into a medication incident reporting platform which will export the report details to a national medication incident database.*

CARRIED

MOTION 19/20 (J. Ludwig / B. Kapoor)

To include a declaration, whereby the pharmacy manager confirms that the pharmacy is using an incident reporting platform that satisfies the College approved criteria, on Pharmacy Renewal applications and those for new pharmacy openings beginning in the 2021 license year.

In Favour: 11

Opposed: 1

CARRIED

R. Eros left the meeting at 1:23 p.m.

c. Governance Committee

The Governance Committee report was circulated in advance of the meeting, as well as an initial list of by-law reforms to consider as part of the governance review. This list was distributed for information only.

MOTION 20/20 (N. Nakatsu / J. Ludwig)

To accept the Governance Committee Report for information.

CARRIED

d. Board of Examiners

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

MOTION 21/20 (K. Schroeder / N. Nakatsu)

To accept the Board of Examiners Report for information.

CARRIED

e. Complaints Committee

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

MOTION 22/20 (N. Nakatsu / J. Ludwig)

To accept the Complaints Committee Report for information.

CARRIED

f. Discipline Committee

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

MOTION 23/20 (J. Ludwig / K. Schroeder)

To accept the Discipline Committee Report for information.

CARRIED

J. Hardy left the meeting at 1:37 p.m.

g. Awards & Nominating Committee

The Awards & Nominating Committee Report was circulated in advance of the meeting, which included the Committee's recommendations for recipients for awards in 2020.

MOTION 24/20 (N. Nakatsu / J. Ludwig)

To accept the Awards & Nominating Report for information.

CARRIED

MOTION 25/20 (J. Ludwig / N. Nakatsu)

To accept the recommendation of the Awards & Nominating Committee that the 2019 Pharmacist of the Year be presented to Ms. Glenda Marsh.

CARRIED

MOTION 26/20 (J. Ludwig / L. Raman-Wilms)

To accept the recommendation of the Awards & Nominating Committee that the Bonnie Schultz Memorial Award for Pharmacy Practice Excellence be presented to Mr. Henk Denboer.

CARRIED

MOTION 27/20 (J. Ludwig / L. Raman-Wilms)

To accept the recommendation of the Awards & Nominating Committee that the Patient Safety Award be presented to the Safety IQ Team, which includes Ms. Ronda Eros, Ms. Jill Hardy, Mr. Gus Gottfred and Ms. Rachel Carlson, for the development of the Safety IQ Toolkit.

Abstentions: 3 (incl. L. Andrews, K. Schroeder)

CARRIED

MOTION 28/20 (J. Ludwig / D. Sanderson)

To accept the recommendation of the Awards & Nominating Committee that an Honorary Membership be given to Mr. Carmen Catizone, Executive Director, NABP.

Abstentions: 1

CARRIED

L. Raman-Wilms declared a conflict and did not participate in the vote on the Young Leader Award.

MOTION 29/20 (J. Ludwig / N. Nakatsu)

To accept the recommendation of the Awards & Nominating Committee that the Young Leader Award be presented to Jenna Esteban Villarba and Lani Kotyrba.

CARRIED

MOTION 30/20 (J. Ludwig / N. Nakatsu)

To acknowledge all members who will be recognized and receive 50 Year Gold Pins and Certificates in 2020.

CARRIED

MOTION 31/20 (J. Ludwig / B. Kapoor)

To acknowledge all members who will be recognized and receive 25 Year Gold Pins and Certificates in 2020.

CARRIED

J. Hardy returned to the meeting at 1:50 p.m.

- h. Audit Committee
The Audit Committee has not met since its last Report to Council.
- i. Extended Practice Advisory Committee
The Extended Practice Advisory Committee has not met since its last Report to Council.
- j. Ad Hoc Committee on Compounding
The Ad Hoc Committee on Compounding has not met since its last Report to Council.

11. Unfinished Business

- a. Inducements & Loyalty Programs

A verbal update was provided on Inducements & Loyalty Programs for information.
- b. Compounding Update

Information regarding provincial implementation of the National Association of Pharmacy Regulatory Authorities (NAPRA) Model Standards for Sterile and Non-Sterile Compounding was

circulated in advance of the meeting. Phase I and II of sterile compounding, including 28 hospital and community pharmacies were completed on October 10, 2019. Implementation of Phase I of non-sterile compounding is required by April 1, 2020. The College is developing resources for pharmacists in response to the increase in inquiries regarding non-sterile compounding compliance.

K. Schroeder left the meeting at 2:10 p.m.

c. General Legal Counsel Appointment

MOTION 32/20 (K. Schroeder / B. Kapoor)

To ratify the following motion which Council approved by email on December 23, 2019:

It is moved by Kurt Schroeder and seconded by Todd Mereniuk that Council appoint Marr Finlayson Pollock LLP as general legal counsel to the College of Pharmacists of Manitoba for the next 5-year period and that a contract with the law firm be developed that requires there to be an annual performance review and additional terms and conditions including, but not limited to, the terms by which either party may end the contract.

In Favour: 14
Opposed: 0
Abstained: 0

CARRIED

d. Inspector/Investigator Appointments

MOTION 33/20 (N. Nakatsu / W. Clark)

To ratify the following motion which Council approved by email on January 15, 2020:

It is moved by K. Schroeder and seconded by D. Sanderson that Council appoints Ms. Janice Nesbitt and Dr. Marina Reinecke as investigators and inspectors for the College. These appointments are in addition to the previously appointed College investigators and inspectors.

In Favour: 11
Opposed: 0
Abstained: 0

CARRIED

L. Raman-Wilms declared a conflict and did not participate in the vote on the following inspector/investigator appointment.

MOTION 34/20 (N. Nakatsu / J. Ludwig)

That Council appoints Mr. Christopher Louizos as investigator and inspector for the College. This appointment is in addition to the previously appointed College investigators and inspectors.

CARRIED

e. Pharmacy Services – Rural & Remote

MOTION 35/20

(J. Ludwig / L. Andrews)

Maintain Council's current position, and require the pharmacy providing services to select rural and remote communities comply with one of the following options by May 1, 2020:

- 1) Add a satellite pharmacy component to the pharmacy license, in accordance with Section 43(1) of the Regulations.
- 2) Direct delivery of the prescription medications to the patients via Canada Post or a bonded courier.
- 3) Work with the regional health authority to deliver the medications to a regulated healthcare professional within a hospital/clinic in the communities.
- 4) Transfer the patients' prescriptions to another pharmacy of the patient's choice. There are several pharmacies in the province who distribute medications to patients in rural and remote locations of the province in accordance with the applicable federal and provincial legislation.

The following additional option for compliance is added:

- 5) To conduct an External Dispensing Site, staffed by a listed Pharmacy Technician, under the provisions of Section 42 of the Regulations

Opposed: 1

CARRIED

f. Pharmacy Technician Criminal Record and Abuse Registry Checks – Legal Opinion

MOTION 36/20

(T. Mereniuk / N. Nakatsu)

To approve the revised application forms for new pharmacy technician applicants (Application Form) and for the annual renewal of currently listed pharmacy technicians (Listing Renewal Form), requiring applicants to:

- a) provide a criminal record check (CRC) document from the Royal Canadian Mounted Police or any other Canadian police service, which confirms the check was completed using Canadian Police Information Centre (CPIC) and/or based on the National Repository of Criminal Records (of Canada), a child abuse registry check under The Child and Family Services Act, and an adult abuse registry check under The Adult Abuse Registry Act, that is satisfactory to the Board of Examiners and is renewed and provided every 5 years thereafter;
- b) undertake and agree to immediately inform the registrar in writing in the event that he/she is convicted of or pleads guilty to a criminal offence or any offence which would result in him/her being listed on an Adult Abuse Registry or Child Abuse Registry;
- c) consent to the College sharing the results of the CRC, child abuse registry check and adult abuse registry check with his/her employer; and,
- d) in the case of new pharmacy technician applicants, the CRC, adult abuse registry check and child abuse registry check must be dated within six months prior to commencing the Structured Practical Training, and in the case of all currently listed pharmacy technicians, their CRC, adult abuse registry check and child abuse registry check must be dated prior to May 31, 2020 and provided as part of his/her annual listing renewal application.

Should a pharmacy technician not meet the deadline for submission, the usual CPhM late penalty fee would apply.

CARRIED

12. New Business

- a. Health Canada Policy Change: Post-Consumer Returns

MOTION 37/20

(N. Nakatsu / D. Sanderson)

To adopt the recently released guidance document from Health Canada regarding handling and destruction of post-consumer returns containing controlled substances. The guidance document removes the requirement to record the name, strength and quantity of a controlled substance that has been returned from a consumer, and removes the requirement to store substances separately. The Standards of Practice committee will review and revise the Practice Direction: Drug Distribution and the College's guidance document "Narcotic and Controlled Drug Accountability Guidelines" to include the new Health Canada requirements.

CARRIED

- b. Application for Authorization to Prescribe for Smoking Cessation Update

MOTION 38/20

(T. Mereniuk / W. Clark)

To approve the updated Application for Authorization to Prescribe for Smoking Cessation as circulated, which reflects the change in the PACT modules.

CARRIED

13. Liaison Reports

- c. Pharmacy Examining Board of Canada (PEBC)
A report was circulated in advance of the meeting.
- d. College of Pharmacy
A report was circulated in advance of the meeting.
- e. Canadian Society of Hospital Pharmacists (CSHP) – Manitoba Branch
A verbal report was provided.
- f. College of Pharmacy Student
No report was provided.
- e. Pharmacists Manitoba
A report was circulated in advance of the meeting.
- f. Pharmacy Technician
A verbal report was provided.
- g. National Association of Pharmacy Regulatory Authorities (NAPRA)

A report was circulated in advance of the meeting.

14. Correspondence
No documents were circulated.
15. In-camera
Council determined that no in-camera session was needed.
16. Council Evaluation
Council members were asked to complete an on-line evaluation following the meeting.
17. Next Meeting
The next meeting of Council is scheduled for:

DATE: Friday, May 8, 2020
TIME: 9:00 a.m. to 4:30 p.m.

18. Meeting Adjournment

MOTION 39/20 (N. Nakatsu)

To adjourn the meeting at 3:26 p.m.