



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Tuesday, February 2nd, 2021
9:00 a.m. to 4:30 p.m.

COUNCILORS

Wendy Clark, President
Sonal Purohit, Vice President
Jane Lamont, Executive Treasurer
Kevin Hamilton, Past President (*joined at 9:13 am*)
Amanda Andreas, Public Representative
Don Himbeault, Public Representative
Donna Forbes, Public Representative
Bharti Kapoor, Public Representative
Alanna Doell, Pharmacist
Ashley Walus, Pharmacist
Drupad Joshi, Pharmacist (*joined at 9:08 am*)
Ryan Buffie, Pharmacist
Ravi Pandya, Pharmacist
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

LIAISONS TO COUNCIL

Stephen Jackson, Pharmacy Technician Liaison
Brenda Rosenthal, CSHP-Manitoba Branch Liaison to Council

COLLEGE STAFF

Susan Lessard-Friesen, Registrar
Rani Chatterjee-Mehta, Deputy Registrar
Lori McKietruk, Director of Operations
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development
Brent Booker, Assistant Registrar, Review and Resolution
Chris Louizos, Assistant Registrar, Field Operations
Meret Shaker, Practice Consultant
Kevin Chaboyer, Quality Assurance and Field Officer
Lindsay Henderson, Executive Assistant

REGRETS

Tory Crawford, Public Representative
Marina Rofeil, College of Pharmacy Student Liaison
Dr. Brenna Shearer, Pharmacists Manitoba Liaison
Dinah Santos, PEBC Liaison

1. Call to Order

a. Welcome & Introductions

W. Clark convened the meeting at 9:02 a.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

W. Clark 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. Quorum Achieved

W. Clark confirmed that quorum is achieved.

d. College Mission

Council acknowledged the College Mission and Mandate, 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.”

e. Declaration of Conflict-of-Interest

Council members were invited to declare any conflict-of-interest. None were declared.

2. Additions to Agenda & Approval of Agenda

MOTION 1/21 (D. Forbes/R. Buffie)

To approve the agenda with the following amendments:

Remove 11.b. 2021 Registrations and License Applications

CARRIED

D. Joshi joined the meeting at 9:08 am.

3. Regulatory Trends & Readings

a. Cultural Safety & Inclusion - CNAR Master Class: Enhancing Excellence Through Cultural Safety and Humility

The CNAR 2018 Master Class: Enhancing Excellence Through Cultural Safety and Humility document was circulated in advance of the meeting for information. The document addresses learnings from the Truth and Reconciliation Commission (TRC) and the role of a regulator in advancing awareness of cultural humility issues and the TRC Calls to Action. A verbal update regarding the CPhM's involvement on an interprofessional continuing education group and

preliminary discussion and planning on a mandatory Cultural Safety and Inclusion module for registrants. Council recommends that an education session for Council with a subject matter expert be held in conjunction with the Council strategic planning sessions.

K. Hamilton joined the meeting at 9:13 am.

4. Review of Dec 7, 2020 Council Member Evaluations

Council reviewed the member evaluations from the Dec 7, 2020 Meeting. Chair W. Clark acknowledged the comments regarding the addition of scheduled breaks to the agenda.

5. Approval of Meeting Minutes & Motions

MOTION 2/21 (L. Raman-Wilms/S. Purohit)

To approve the Minutes of the December 7, 2020 Council meeting as circulated. It was noted that under MOTION 154/20, the post-graduate PharmD degree program from the University of British Columbia was removed from the motion as it was included in the motion in error.

CARRIED

MOTION 3/21 (K. Hamilton/A. Walus)

To approve the follow motion made by email on December 23, 2020:

It is moved by Kevin Hamilton and seconded by Sonal Purohit that:

Compounded nasal and sinus preparations (e.g. nasal sprays, nasal irrigations) that are intended for local application are distinct from compounded sterile preparations of nasal inhalation solutions that are intended for delivery to the lungs as included in the NAPRA Model Standards for Pharmacy Compounding of Non-Hazardous Sterile Preparations; and

Where appropriate, compounded nasal and sinus preparations (e.g. nasal sprays, nasal irrigations) that are intended for local application may be prepared in a non-sterile environment, following the NAPRA Model Standards for Pharmacy Compounding of Non-Sterile Preparations.

In favour: 12
Opposed: 0
Abstained: 0

CARRIED

MOTION 4/21 (R. Pandya/A. Andreas)

To approve the follow motion made by email on January 7, 2021:

It is moved by Jane Lamont and seconded by Drupad Joshi that Council extend the exemption timeline for pre-drawing syringes for palliative care use to January 1, 2022, to be in line with the final implementation timeline of the NAPRA Model Standards for Sterile Compounding.

In favour: 12
Opposed: 0

Abstained: 0

CARRIED

6. Business Arising

A summary of business arising from the minutes of the December 7, 2020 Council meeting was circulated in advance of the meeting for information.

7. Strategic Plan Update

The 2018-2021 Strategic Plan Update “2020 Year in Review” was circulated in advance of the meeting for information. The document includes a summary of the activities of the CPhM in 2020 that met the three strategic objectives set by Council for the 2018-2021 Strategic Plan.

8. Operations Report

The Operations Report was circulated to Council in advance of the meeting for information and a verbal update was provided to Council, including information on the rollout of Safety IQ, virtual inspections, education letters in response to findings from the Medical Examiner and ongoing participation with stakeholder groups such as the Manitoba Health Drug Shortages committee.

President W. Clark turned the Chair over to Vice-President S. Purohit.

9. Committee Reports

a. Executive Committee

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

MOTION 5/21 (A. Walus/D. Himbeault)

To accept the Executive Committee Report to Council for information.

CARRIED

i. New Minister Appointments & Introductory Meeting

Information regarding the appointment of a new Minister of Health and Seniors: Heather Stefanson, and a Minister of Mental Health, Wellness and Recovery: Audrey Gordon was presented to Council. An introductory meeting with Minister Stefanson was held on January 12, 2021 and Executive Committee prioritized the CPhM issues and initiative currently before Manitoba Health & Seniors Care they wished to see addressed.

ii. Proposed Amendments – Seven Regulatory Improvements

There is no update on this item. Prioritization of the proposed amendments was communicated to Minister Friesen, and to Deputy Minister of Health, Karen Herd on Sept 17, 2020, which included request for a meeting to discuss the proposed amendments and Health Canada’s Section 56 Exemption to *The Controlled Drugs and Substances Act*. No response has been received to date from Manitoba Health & Seniors Care.

iii. Draft Amendments to the Regulation to Permit Pharmacist Prescribing in Uncomplicated Cystitis

The member consultation for the proposed regulation to permit pharmacist prescribing in uncomplicated cystitis was prepared by staff however, member consultation was put on hold at the request of Manitoba Health & Seniors Care to prioritize amendments related to the conditions of sale of naloxone products used in opioid overdose. No further update has been received to date from Manitoba Health & Seniors Care. Development of education programs has been discussed with the University of Manitoba College of Pharmacy.

iv. Consultation on Proposed Amendment to the Regulation re: Naloxone Products Indicated for Emergency Use of in Opioid Overdose

Council was advised that at their last meeting, Executive Committee discussed some of the issues and barriers to naloxone accessibility that remain following amendments to the conditions of sale for naloxone products used for opioid overdose. Executive Committee recommends requesting a meeting with Audrey Gordon, the Minister of Mental Health, Wellness and Recovery, to address ways to facilitate making naloxone more widely available.

v. Influenza Vaccinations by Pharmacists

1. Meetings with the Provincial COVID-19 Vaccine Implementation Task Force

Information regarding meetings with Pharmacists Manitoba and the COVID-19 Vaccine Implementation Task Force of Manitoba, including the Clinical Medical Advisory Team, was circulated in advance of the meeting for information. These meetings have addressed involvement of community pharmacies in non-mRNA COVID-19 vaccinations including the AstraZeneca® vaccine as well as access to PHIMS (Public Health Information Management System) for those pharmacies involved in the immunization program. The draft COVID-19 Vaccine Program Registration form and feedback from the College sent to Manitoba Health and Seniors Care were also circulated in advance of the meeting for information.

2. Endorsement of 19tozero Campaign

The link to the 19tozero website was provided to Council in advance of the meeting. The campaign was brought to the attention of the registrars of the provincial and territorial pharmacy regulators by Nancy Lum-Wilson, Registrar of the Ontario College of Pharmacists, and is intended to address the issue of vaccine hesitancy with the COVID-19 vaccine. Upon the recommendation of Executive Committee, the importance of this information and the need for pharmacists to have access to educational materials for the public is acknowledged. Council may consider endorsement as the coalition develops and staff will further research and compile existing resources.

vi. Pharmacy Examining Board of Canada Part II (OSCE) – Arising Issues Resulting from Cancellation

Correspondence from John A. Pugsley, Registrar-Treasurer of the Pharmacy Examining Board of Canada (PEBC) regarding the administration of PEBC examination in 2021 and issues arising from the cancellation of the November 2020 sitting of the PEBC Part II (OSCE) Exam in Winnipeg due to enforcement of code red restrictions in response to the COVID-19 pandemic, was circulated in advance of the meeting for information. These issues involve predominantly

2020 graduates from the University of Manitoba College of Pharmacy who are currently licensed on the Conditional Register and international pharmacy graduate applicants requesting to start their internship prior to full PEBC Certification. To address the growing number of PEBC registrants, the PEBC is currently attempting to hold an additional sitting of the PEBC Part II (OSCE) Exam in Winnipeg at the end of February.

vii. Registrar Review and Evaluation

The Evaluation of the Registrar Policy, question sets for Council and staff, and feedback from Executive Committee were circulated in advance of the meeting. In line with previous Registrar evaluations, the electronic surveys will be distributed by President W. Clark.

viii. Upcoming Council Strategic Planning Sessions

Information regarding Council strategic planning and the facilitator proposal from Ms. Shenda Tanchak, Magnetic North Consulting, was circulated in advance of the meeting. It is recommended that Council complete its strategic planning process in March – April to facilitate a timely roll-out of an operational plan and budget draft. Council was asked to approve dates for a series of half-day sessions over approximately four weeks.

MOTION 6/21

(A. Doell/A. Andreas)

To approve the following dates for Council Strategic Planning sessions:

Session 1: Thursday 25th March 8:00 a.m. to 12:00 noon

Session 2: Thursday 8th April 8:00 a.m. to 12:00 noon

Session 3: Friday 16th April 1:00 p.m. to 5:00 p.m.

Session 4: Wednesday 21st April 1:00 p.m. to 5:00 p.m.

An additional session will likely be scheduled, possibly in conjunction with the Council meeting in June, for final approval of the Strategic Plan once staff has developed an operational plan and the Finance Risk Management committee has developed an initial draft of the 2022 annual budget to support the Strategic Plan.

CARRIED

ix. Task Force on Compounding Terms of Reference

The draft Task Force on Compounding Terms of Reference was circulated in advance of the meeting for consideration. A line was added to the membership section to ensure minimum representation from all areas of practice following recommendation from the Executive Committee.

MOTION 7/21

(J. Lamont /A. Andreas)

To approve the Task Force on Compounding Terms of Reference as circulated.

CARRIED

S. Purohit returned the Chair to W. Clark.

b. Finance & Risk Management Committee

i. Finance & Risk Management Committee Report

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

MOTION 8/21 (K. Hamilton/A. Andreas)

To accept the Finance & Risk Management Committee Report to Council for information.

CARRIED

At the Finance & Risk Management committee meeting on January 13, 2021, the committee received financial reports regarding the current financial status of the College, including Q4 detailed and summarized reports and considerations with respect to the current and future COVID-19 pandemic situation. The Request for Proposal (RFP) process to solicit tenders for an external audit firm for the 2021 fiscal year was conducted and a selection panel was formed to review submissions.

The draft Budget Preparation Procedural Document was circulated in advance of the meeting for consideration. The intent of this document is to set out the method by which an annual budget is prepared and the review strategies that will systematically be applied each year. The set of practices provides a level of assurance to all parties involved in budget preparation that the various measures will be carried out consistently and defined review processes occur as part of the budget development.

MOTION 9/21 (B. Kapoor/L. Raman-Wilms)

To approve the Budget Preparation Procedural Document as circulated.

CARRIED

c. Quality Assurance Committee

The Quality Assurance Committee Report has not met since its last Report to Council.

i. Standards of Practice Division

The Standards of Practice Division Report to Council was circulated in advance of the meeting.

MOTION 10/21 (A. Walus / R. Pandya)

To accept the Standards of Practice Division Report to Council for information.

CARRIED

ii. Professional Development Division

The Professional Development Division has not met since its last Report to Council.

d. Governance Committee

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

MOTION 11/21 (B. Kapoor/D. Himbeault)

To accept the Governance Committee Report to Council for information.

CARRIED

MOTION 12/21 (L. Raman-Wilms/A. Walus)

To affirm Council's support and commitment of the governance review in progress. Council encourages the Governance Committee to bring forward all recommendations in the public interest, based on current best-practice, for consideration.

CARRIED

MOTION 13/21 (K. Hamilton/D. Forbes)

To adopt the Committee Evaluation process at all committee meetings to assess the value and success of the respective committee's work.

CARRIED

e. Board of Examiners

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

MOTION 14/21 (L. Raman-Wilms/K. Hamilton)

To accept the Board of Examiners Report to Council for information.

CARRIED

MOTION 15/21 (L. Raman-Wilms/K. Hamilton)

To approve, under 96(g) of the Pharmaceutical Regulation, board certification from the Board of Pharmacy Specialties (formerly the American Board of Pharmacy Specialties) in the specialty areas of Cardiology Pharmacy, Critical Care Pharmacy, Geriatric Pharmacy, Infectious Diseases Pharmacy, Pediatric Pharmacy, and Solid Organ Transplantation, and in order to meet the specialty qualifications requirement for designation as an Extended Practice Pharmacist, the applicant is currently practicing and has practiced after receiving certification for at least 1,000 hours in the two years before applying for registration, in a collaborative healthcare setting and in the specialty area.

CARRIED

f. Complaints Committee

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

MOTION 16/21 (K. Hamilton/R. Pandya)

To accept the Complaints Committee Report to Council for information.

CARRIED

g. Discipline Committee

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

MOTION 17/21 (A. Walus/R. Buffie)

To accept the Discipline Committee Report to Council for information.

CARRIED

h. Awards & Nominating Committee

The Awards & Nominating Committee has not met since its last Report to Council.

i. Audit Committee

The Audit Committee has not met since its last Report to Council.

j. Extended Practice Advisory Committee

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

MOTION 18/21 (S. Purohit/L. Raman-Wilms)

To accept the Extended Practice Advisory Committee Report to Council for information.

CARRIED

k. Task Force on Compounding

The Task Force on Compounding Report to Council was circulated in advance of the meeting.

MOTION 19/21 (R. Buffie/B. Kapoor)

To accept the Task Force on Compounding Report to Council for information.

CARRIED

l. Safety IQ Advisory Committee

The Safety IQ Advisory Committee has not met since its last report to Council.

10. Unfinished Business

a. Court of Appeal's Decision on Motion for Security for Costs

No new information is available for this agenda item since the last meeting of Council.

b. Appeal of Council Decision

No new information is available for this agenda item since the last meeting of Council.

- c. Lab Test Ordering by Pharmacists for Outpatients in Manitoba

This matter is deferred to a future meeting of Council.

11. New Business

- a. Application for Listing as a Pharmacy Technician under the Canadian Mobility Agreement

The draft 2021 Application for Listing as a Pharmacy Technician under the Canadian Mobility Agreement was circulated in advance of the meeting for consideration. The application was developed in response to an increasing number of inquiries from out of province Canadian pharmacy technicians and is similar to the Pharmacist application for those applying under the Canadian Mobility Agreement.

MOTION 20/21

(B. Kapoor/R. Buffie)

To approve the 2021 Application for Listing as a Pharmacy Technician under the Canadian Mobility Agreement as circulated.

CARRIED

- c. Retiring of the Guidelines for Pharmacists Selling Naloxone as a Schedule II Drug

The “Guidelines for Pharmacists Selling Naloxone as a Schedule II Drug” and updated “Naloxone: Frequently Asked Questions” documents were circulated in advance of the meeting. On December 7, 2020, Council approved an amendment to the Pharmaceutical Regulation to add subsection 84(5) that excluded naloxone products packaged for use in opioid overdose from the conditions for sale of Schedule 2 products. Council considered a recommendation to retire the “Guidelines for Pharmacists Selling Naloxone as a Schedule II Drug” as they are no longer current considering the amendment.

MOTION 21/21

(R. Pandya/A. Walus)

To retire the “Guidelines for Pharmacists Selling Naloxone as a Schedule II Drug” due to the recent addition of subsection 84(5) of the Pharmaceutical Regulation amendment to exclude naloxone products packaged for use in opioid overdose from the conditions for sale of Schedule 2 products.

CARRIED

- d. Approval of the Pharmacy Law Modules as a Requirement for all New Applicants and Approval of the Fee for the Modules

Information regarding the Pharmacy Law Modules, developed by the CPhM in collaboration with the College of Pharmacy, Rady Faculty of Health Sciences at the University of Manitoba, was circulated in advance of the meeting. The modules provide a strong foundation in provincial and federal pharmacy jurisprudence and assist new CPhM registrants in successfully passing the CPhM Jurisprudence Exam. A cost breakdown analysis, including annual costs for hosting and maintenance of the modules and potential ongoing costs associated with updating and development, and environmental scan on costs charged by Colleges that offer jurisprudence learning modules were included. Council considered the modules as a requirement for all pharmacist and pharmacy technician applicants to complete prior to attempting the Jurisprudence

Exam, and to approve the fee to cover ongoing costs and re-coup some of the up-front development costs incurred in 2020.

MOTION 22/21 (S. Purohit/K. Hamilton)

That all pharmacist and pharmacy technician applicants with the College of Pharmacists of Manitoba be required to complete all Pharmacy Law Modules (once available) prior to attempting the College's jurisprudence exam. University of Manitoba graduates are required to complete the modules during their PharmD undergraduate curriculum as part of the Pharmacy Law class.

CARRIED

MOTION 23/21 (B. Kapoor/R. Buffie)

To permit the Registrar to enter into an agreement on behalf of the College of Pharmacists of Manitoba for the Pharmacy Law Modules to be hosted online by the University of Manitoba, Continuing Competency and Assessment (CCA) office of the Rady Faculty of Health Sciences.

Abstentions: 1 (L. Raman-Wilms)

CARRIED

MOTION 24/21 (S. Purohit/B. Kapoor)

To approve a fee of \$100.00 CAD + tax be charged for access to the online Pharmacy Law Modules.

CARRIED

L. Raman-Wilms left the meeting at 11:55 am.

e. COVID-19 Considerations for 2019-2020 Learning Portfolio Review

Information regarding the annual Learning Portfolio Review and considerations related to the COVID-19 pandemic were circulated in advance of the meeting for consideration. A random selection of 20 percent of Manitoba pharmacists and pharmacists who were unsuccessful from the Review the year before or who missed the deadline to complete their PD are included in the Review that ensures pharmacists have participated in professional development throughout the licensing year to maintain competence to practice. An update was provided on other pharmacy regulatory authorities and their plans for conducting similar audits amid the COVID-19 pandemic.

MOTION 25/21 (R. Buffie/R. Pandya)

To conduct the Learning Portfolio Review of the Nov. 1, 2019 - Oct. 31, 2020 professional development year as is done every year. In response to the COVID-19 pandemic, members selected for the review will be allowed 6 weeks to submit their documents instead of 4 weeks that has been allowed in previous years.

CARRIED

f. Investigator & Inspector Appointment

MOTION 26/21 (D. Forbes / S. Purohit)

To appoint Mr. Kevin Chaboyer as investigator and inspector for the College. This appointment is in addition to the previously appointed College investigators and inspectors.

CARRIED

12. Liaison Reports

MOTION 27/21 (A. Walus/R. Pandya)
To accept all liaison reports for information.

CARRIED

a. Pharmacy Examining Board of Canada (PEBC)
No report was provided.

b. University of Manitoba College of Pharmacy

The College of Pharmacy's Report for January 2021 was circulated in advance of the meeting.

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

The Canadian Society of Hospital Pharmacists (CSHP) – Manitoba Branch report was circulated in advance of the meeting.

d. College of Pharmacy Student

No report was provided.

e. Pharmacists Manitoba

No report was provided.

f. Pharmacy Technician

No report was provided.

g. National Association of Pharmacy Regulatory Authorities (NAPRA)

A verbal report was provided.

13. Correspondence – On-Board

There are no Correspondence – On-Board items to report.

14. In-camera

Council determined an in-camera session was not required.

16. Council Evaluation

Council members were asked to complete an on-line evaluation following the meeting.

17. Next Meeting

The next regular meeting of Council is scheduled for:

DATE: Friday, May 7th, 2021

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

18. Meeting Adjournment

MOTION 28/21

(R. Pandya)

To adjourn the meeting at 1:01 p.m.