



# College of Pharmacists of Manitoba

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## MINUTES

**Meeting of Council  
Monday, May 1<sup>st</sup>, 2023  
9:00 a.m. to 4:30 p.m.**

### COUNCILORS

Jane Lamont, President  
Ryan Buffie, Vice President  
Wendy Clark, Past President  
Jennifer Ludwig, Executive Treasurer  
Don Himbeault, Public Representative  
Donna Forbes, Public Representative  
Tory Crawford, Public Representative  
Amanda Andreas, Public Representative (*virtual*)  
Alanna Doell, Pharmacist  
Sonal Purohit, Pharmacist (*virtual*)  
Kristine Petrasko, Pharmacist (*virtual*)  
Teryl Moore, Pharmacist (*virtual*)  
Brendon Mitchell, Pharmacist (*virtual, joined at 9:04 am*)

### LIAISONS TO COUNCIL

Tanjit Nagra, Pharmacists Manitoba Liaison (*virtual, joined at 9:04 am*)  
Leah Pritchett, CSHP-Manitoba Branch Liaison to Council (*joined at 9:06 am*)  
Cecile Ngai, Pharmacy Technician Liaison

### COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer  
Rani Chatterjee-Mehta, Deputy Registrar  
Lori McKietiuik, Director of Operations  
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development (*virtual*)  
Chris Louizos, Assistant Registrar, Quality Assurance & Field Operations (*virtual, joined at 10:32 am*)  
Brent Booker, Assistant Registrar, Review & Resolution (*virtual, joined at 9:04 am*)  
Kevin Chaboyer, Quality Assurance and Field Officer (*virtual, joined at 9:04 am*)  
Arleigh Andrushak, Quality Assurance and Field Officer (*virtual*)  
Emily Kaminsky, Practice Consultant (*virtual*)  
Lindsay Henderson, Executive Assistant

### GUESTS

Cst. Anthony Thompson, Calgary Police Service (*joined at 9:35 am*)

### REGRETS

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy  
Elizabeth Reimer, Public Representative

1.0. Call to Order

1.1.a. Welcome & Introductions

President J. Lamont convened the meeting at 9:01 a.m. and welcomed everyone.

J. Lamont welcomed Ms. Teryl Moore to the first meeting since her appointment as a Council member in District 2.

J. Lamont also acknowledged Ms. Leah Pritchett, CSHP-MB Branch Past President, who will be serving as the CSHP-MB Branch liaison to Council and thanked outgoing liaison member Ms. Olena Serwylo for her contributions.

**MOTION 48/23 (J. Ludwig/D. Forbes)**

To appoint Ms. Leah Pritchett as the CSHP-MB Branch liaison to Council for a one-year term.

**CARRIED**

b. Acknowledging First Peoples and Traditional Territory

J. Lamont 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

J. Lamont 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.”

*B. Mitchell, T. Nagra, B. Booker & K. Chaboyer joined the meeting at 9:04 am.*

*L. Pritchett joined the meeting at 9:06 am.*

e. Declaration of Conflict-of-Interest

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

6.1.a. Update on Exemption to Sterile Compounding Deadline – J. Lamont, K. Petrasko

## 1.2. President's Remarks

J. Lamont provided opening remarks to Council, acknowledging this meeting as the first in-person meeting of the currently elected Council and recent changes to meeting processes and agenda format.

## 1.3. Regulatory Trends & Readings

In response to the most recent Council evaluation and a request to clarify what types of decisions are operational in nature and which decisions are most appropriate for staff or Council, information regarding good governance, roles and responsibilities, and strategic decision making was circulated in advance of the meeting and reviewed by Council.

## 2.0. Consent Agenda Items

The following items are accepted by consensus of Council:

### 2.1. Approve Agenda

### 2.2. Approve Meeting Minutes & Motions

- a. February 27, 2023
- b. March 23, 2023
- c. Ratification of Email Motions

### 2.3. Operations Update

- a. Operations Report
- b. Safety IQ Report

### 2.4. Committee Reports

- a. Executive Committee
- b. Finance & Risk Management Committee
  - i. Financial Report & Monitoring
- c. Quality Assurance Committee
  - i. Standards of Practice Division
  - ii. Professional Development Division
- d. Governance Committee
- g. Discipline Committee
- l. EPPH Consultation Review Ad-Hoc Committee
- m. Quality Prescribing Working Group

### 2.5. Liaison Reports

- a. Pharmacy Examining Board of Canada (PEBC)
- c. Canadian Society of Hospital Pharmacists (CSHP)
- f. Pharmacy Technician

## 3.0. Items for Discussion

No items from the consent portion of the agenda were identified by Council for discussion.

## 4.0. Standing Items

### 4.1. Results of Council Evaluations from February 27, 2023

The Council member evaluations from the February 27, 2023, meeting were circulated in advance of the meeting and reviewed by Council.

#### 4.2. Registrar & Chief Executive Officer's Report

##### a. Action Items Arising from Last Meeting

A summary of action items arising from the minutes of the February 27, 2023, meeting was circulated in advance of the meeting for information.

##### b. National Association of Pharmacy Regulatory Authorities (NAPRA)

This item is deferred.

##### c. Presentations

Presentations were made to J. Lamont, President, and W. Clark, Past-President, in honour of their service to Council.

#### 4.3. Strategic Plan Report

The CPhM Strategic Plan 2021-2024 Framework, Timeline, and Operational Plan as of Q1 2023 were circulated in advance of the meeting for information. A verbal update was provided to inform Council of progress in operationalizing the Strategic Plan, including sourcing a subject matter expert for a facilitated Council session relating to strategic priority #1, and continued collaboration with public relations firm MDR Strategy Group in efforts that support strategic priorities #1 & #3, such as the launch of social media accounts and stakeholder mapping.

##### a. Strategic Plan Priority III – Inducements Update

A project progress report from MDR Strategy Group, as of March 2023, was circulated in advance of the meeting for information.

Council moved to agenda item 5.1.

*Cst. Thompson joined the meeting at 9:35 am.*

#### 5.1. Community Pharmacy Security/Patient Safety & Time-Delayed Narcotic Safes

Information was circulated in advance of the meeting regarding the mandated requirement for use of time-delayed narcotic safes within community pharmacies for the storage of controlled drugs and narcotics implemented by other western Canadian provinces and Ontario, and considerations regarding the potential risk to the public in Manitoba considering what has occurred/is occurring in other jurisdictions.

J. Lamont welcomed Cst. Thompson of the Calgary Police Service to the meeting. Cst. Thompson provided a presentation on outcomes of the implementation of mandated time-delayed narcotic safes in Alberta, the impact of robberies on pharmacists and the public, and risks to Manitoba pharmacies as a result the implementation of mandated requirements in neighbouring jurisdictions.

*Cst. Thompson left the meeting at 10:14 am.*

*C. Louizos joined the meeting at 10:32 am.*

**MOTION 49/23****(B. Mitchell/K. Petrasko)**

To amend the Pharmacy Facilities Practice Direction, prompting a stakeholder consultation as part of the Practice Direction development/amendment process and develop a supplemental policy to mandate the use of time-delayed safes and public signage of such in all community pharmacies. Further to this, staff will be tasked with implementing an accompanying robust communication campaign.

In addition, the CPhM will form one or more pharmacy security working groups (inclusive of all pharmacy practice settings) to identify pharmacy security vulnerabilities and risks, review existing CPhM security guidelines and standards, and identify security best practices that can be incorporated into a pharmacy security standard/Practice Direction. The CPhM will also explore amendments and additions to mandatory reporting requirements of successful and attempted pharmacy thefts and robberies to gather baseline and ongoing data, with the direction to conduct a full analysis/assessment one year following the full implementation of time-delayed safes to evaluate the effectiveness of the changes/mandate.

**CARRIED**

Council returned to agenda item 4.3.

**b. Council Forum (Education/Follow-Up) – In Plain Sight Summary Report**

The *In Plain Sight* summary report, published by the Government of British Columbia in response to a review of Indigenous specific racism in the B.C. provincial health care system, was circulated in advance of the meeting. Council participated in an open forum discussion on the report and learnings from completion of the Manitoba Indigenous Cultural Safety Training (MICST) program.

**5.0. Business Arising/New Business****5.2. Pharmacy Manager Training Program**

In follow-up to the Council decision to develop a CPhM established Pharmacy Manager Training program, mandatory for every pharmacy manager, a gap analysis of the template SPPP pharmacy manager training program, completed by hospital pharmacy subject matter reviewers, and updates on several key Council directives related to development of the program were circulated in advance of the meeting. Options for inclusion of hospital pharmacy-specific material were considered by Council.

**MOTION 50/23****(B. Mitchell/D. Forbes)**

To continue with the development of the Community Pharmacy Manager training program and develop a facility (non-community) pharmacy-specific module. All pharmacy managers will be required to complete both community and facility-specific material in a phased approach.

**CARRIED**

*K. Chaboyer & B. Mitchell left the meeting at 12:45 pm.*

**5.3. Options to Address Policy Workload**

To assist Council in modernization of the CPhM governance framework and support progress

toward a policy-based decision-making framework, information and options to address the current policy development and management workload and other related projects were circulated in advance of meeting. Executive Committee has examined the options and recommends that CPhM would benefit by hiring a full-time policy analyst as soon as possible.

*B. Mitchell joined the meeting at 1:06 pm.*

*K. Chaboyer joined the meeting at 1:17 pm.*

**MOTION 51/23 (J. Ludwig/R. Buffie)**

To approve a variance to applicable accounts (salaries, benefits) in future monitoring report of the 2023 budget related to the recruitment and hiring of a full-time policy analyst.

**CARRIED**

5.4. Dissolution of Awards & Nominating Committee

In follow-up to the Council decision to cease CPhM involvement in all awards programs, service of the Awards & Nominating Committee is no longer required. Related information and the Awards & Nominating Committee Terms of Reference were circulated in advance of the meeting.

**MOTION 52/23 (R. Buffie/T. Crawford)**

To dissolve the Awards & Nominating Committee, in keeping with the Council decision to discontinue CPhM involvement in all awards programs.

**CARRIED**

5.5. Annual General Meeting (AGM) & Awards Presentation

Ahead of the upcoming 145<sup>th</sup> AGM of the CPhM, the AGM Agenda, Rules of Procedure and 2022 Annual Report, which includes the 2022 Financial Statements approved by Council on March 23, 2023, were circulated in advance of the meeting. The documents and AGM meeting processes were reviewed by Council.

5.6. Opioid Agonist Therapy (OAT) Guidelines Updates

Recommended changes to the OAT buprenorphine/naloxone training requirements and dosing recommendations, and other administrative updates to the CPhM OAT Guidelines for Manitoba Pharmacists, in line with recent changes by the College of Physicians and Surgeons of Manitoba (CPSM) to the buprenorphine/naloxone training requirements for prescribers and similar changes anticipated for approval by the College of Registered Nurses of Manitoba (CRNM), were circulated in advance of the meeting.

**MOTION 53/23 (A. Doell/R. Buffie)**

To approve updates to the Opioid Agonist Therapy (OAT) Guidelines for Manitoba Pharmacists as circulated.

**CARRIED**

5.7. Pharmacy Technician Structured Practical Training (SPT) Manual, Logbook & Form Updates

In follow-up to Council approval of the new policy for pharmacy technician CCAPP graduates,

regarding requirements for individuals who list either less or more than three years post-graduation, recommended changes to the Pharmacy Technician SPT Manual, SPT Logbook, SPT Notification Form, and SPT Evaluation Forms to reflect this new policy were circulated in advance of the meeting.

**MOTION 54/23 (A. Doell/R. Buffie)**

To approve updates to the Pharmacy Technician SPT Manual, SPT Logbook, SPT Notification Form, SPT Evaluation Forms, and Declaration of Completion of Pharmacy Technician SPT Form as circulated.

**CARRIED**

**5.8. Patient Profile Practice Direction Consultation Feedback**

The Standards of Practice Division of the Quality Assurance Committee has reviewed the stakeholder feedback from the public consultation on the Patient Profiles Practice Direction and recommendations for Council's consideration were circulated in advance of the meeting.

Consensus of Council is for the CPhM to reach out to stakeholder organizations who specialize in sex and gender inclusion for information and support in development of wording related to this section of the Patient Profiles Practice Direction, and to direct the Standards of Practice Division to reevaluate the practice direction once this information and support is received.

**5.9. M3P Information Entered into DPIN Practice Direction**

The Standards of Practice Division of the Quality Assurance Committee has reviewed the M3P Information Entered into DPIN Practice Direction, which was due for review, and recommendations for Council's consideration were circulated in advance of the meeting.

**MOTION 55/23 (J. Ludwig/A. Doell)**

To approve the unchanged M3P Information Entered into DPIN Practice Direction.

**CARRIED**

**5.10. Mandatory Continuing Professional Development (CPD) on Indigenous Health from 2024 & 2025 Renewals**

Information regarding annual mandatory CPD for all pharmacy professionals and development of these programs was circulated in advance of the meeting. Council previously approved cultural awareness and systemic racism, with an emphasis on Indigenous peoples, as the theme for the mandatory training program that all Manitoba pharmacists and pharmacy technicians would need to complete for renewal for the 2024 licensing and 2024-2025 listing years. In anticipation of collaborative development of an Indigenous-focused module through MAHRC in a subsequent year, options for alternate CPD for all pharmacy professionals to complete in 2023 and 2024 were provided.

**MOTION 56/23 (A. Doell/T. Crawford)**

To approve in principle webinar 1 on Indigenous health, developed by Indigenous Pharmacy Professionals of Canada (IPPC), as the mandatory continuing professional development for the 2024 License and 2024-2025 Listing Renewals, with a mandatory viewing deadline of December 31, 2023.

**CARRIED**

**MOTION 57/23 (J. Ludwig/W. Clark)**

To approve in principle webinar 2 on pharmacy practice integration of Indigenous health standards, developed by IPPC, the mandatory continuing professional development for the 2025 License and 2025-2026 Listing Renewals.

**CARRIED**

5.11. Quality Prescribing Review Working Group – Dispensing Physicians Joint Statement

Information regarding the CPSM Quality Prescribing Review Working Group and the Joint Statement between the CPhM and the CPSM on Dispensing Physicians was circulated in advance of the meeting. The Joint Statement is not currently in use by any physicians and CPSM is looking for feedback from the CPhM in consideration of repeal of this document, as they do not plan to make use of this program in the future.

Consensus of Council is there are no issues or feedback to provide the CPSM regarding repeal of the Joint Statement on Dispensing Physicians at this time, and Council would be in favour of further exploring repeal of the document.

5.12. Quality Prescribing Review Working Group – Prescription Transfers of Controlled Drugs and Substances

Information regarding the CPSM Quality Prescribing Review Working Group and prescription transfer of controlled drugs and substances was circulated in advance of the meeting. Prescription transfers are currently not permitted in Manitoba for narcotics or controlled drugs, and benzodiazepine prescriptions can be transferred once. The working group has discussed implementation of the Health Canada subsection 56(1) exemptions and is recommending the exemption on prescription transfers be implemented in Manitoba.

**MOTION 58/23 (R. Buffie/W. Clark)**

To implement the subsection 56(1) exemption permitting pharmacists to transfer prescriptions for all CDSA medications to another pharmacy, including out of province pharmacies, with pharmacists notifying the prescriber when a CDSA prescription is transferred out of province. This would include permitting benzodiazepines to be transferred more than once.

In addition, pharmacists will be required to notify prescribers when prescriptions for benzodiazepines are transferred out of province.

**CARRIED**

6.0. In-camera

6.1. Motion to Adopt Agenda for Closed Session

**MOTION 59/23 (D. Forbes/J. Ludwig)**

To approve the agenda for the closed session as follows:

- a. Update on Exemption to Sterile Compounding Deadline



**CARRIED**

*K. Petrasko left the meeting at 2:10 pm.*

*C. Louizos, L. McKietruk, L. Pritchett, C. Ngai, E. Kaminsky, K. McIntosh, A. Andrushak, K. Chaboyer, B. Booker & T. Nagra left the meeting at 2:15 pm.*

*C. Louizos joined the meeting at 2:17 pm.*

*J. Lamont passed the Chair to R. Buffie.*

6.2. Motion to Rise from General Mtg and Move to Closed Session of Council

**MOTION 60/23 (W. Clark/J. Ludwig)**

To move to a closed session at 2:18 pm.

**CARRIED**

*R. Buffie passed the Chair to J. Lamont.*

6.3. Motion to Rise from Closed Session and Move to General Mtg of Council

**MOTION 61/23 (R. Buffie/T. Crawford)**

To reconvene in the general meeting of Council at 2:28 pm.

**CARRIED**

*L. McKietruk, E. Kaminsky, K. McIntosh, A. Andrushak, K. Chaboyer, B. Booker & T. Nagra joined the meeting at 2:29 pm.*

6.4. Report Decisions from Closed Session

No decisions are reported from the closed session.

7.0. Meeting Adjournment

7.1. Council Member Evaluation

Council members were asked to complete an on-line evaluation following the meeting. The link to the on-line survey has been circulated to Council by email.

Council participated in a roundtable discussion on changes to the agenda and meeting format that were implemented for this meeting and provided feedback.

*K. Petrasko joined the meeting at 2:33 pm.*

The next regular meeting of Council is scheduled for:

DATE: Monday, June 26, 2023

TIME: 9:00 am. to 4:30 pm.

7.2. Adjourn

**MOTION 62/23**

**(J. Ludwig)**

To adjourn the meeting at 2:37 pm.