



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Friday, May 7th, 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 9:12 am*)

Don Himbeault, Public Representative

Donna Forbes, Public Representative

Bharti Kapoor, Public Representative

Alanna Doell, Pharmacist

Ashley Walus, Pharmacist

Ryan Buffie, Pharmacist

Ravi Pandya, Pharmacist

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy (*joined at 9:07 am*)

LIAISONS TO COUNCIL

Stephen Jackson, Pharmacy Technician Liaison

Dr. Brenna Shearer, Pharmacists Manitoba Liaison (*joined at 9:08 am*)

Brenda Rosenthal, outgoing CSHP-Manitoba Branch Liaison to Council

Nicole Hager, incoming CSHP-Manitoba Branch Liaison to Council (*joined at 9:14 am*)

COLLEGE STAFF

Susan Lessard-Friesen, Registrar

Rani Chatterjee-Mehta, Deputy Registrar

Lori McKietiuik, 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

Ronda Eros, Practice Consultant

Kevin Chaboyer, Quality Assurance and Field Officer

Lindsay Henderson, Executive Assistant

REGRETS

Amanda Andreas, Public Representative

Tory Crawford, Public Representative

Drupad Joshi, Pharmacist

Marina Rofeil, College of Pharmacy Student Liaison

Dinah Santos, PEBC Liaison

GUESTS

TS & JL (*joined 9:28 am*)

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.

W. Clark and D. Himbeault declared a conflict of interest with agenda item 11.a.vii. Board of Examiners: Renumeration for Meetings. Council considered the declarations and agreed W. Clark and D. Himbeault will not vote on this agenda item.

2. Additions to Agenda & Approval of Agenda

MOTION 34/21

(D. Forbes/R. Pandya)

To approve the agenda as circulated.

CARRIED

L. Raman-Wilms joined the meeting at 9:07 am.

3. Proposal for Exemption to the Clinical Practice Pharmacy License Component

This agenda item is deferred until later in the meeting.

4. College of Pharmacy PharmD Bridging Program

This agenda item is deferred until later in the meeting.

5. Regulatory Trends & Readings

This agenda item is deferred.

6. Review of Feb 2, 2021 Council Member Evaluations

Council reviewed the member evaluations from the Feb 2, 2021 meeting. Chair W. Clark acknowledged the comments regarding the Council meeting materials and the request for larger font during screen sharing.

7. Approval of Meeting Minutes & Motions

a. February 2, 2021 Meeting Minutes

MOTION 35/21 (A. Doell/B. Kapoor)

To approve the Minutes of the February 2, 2021 Council meeting as circulated.

CARRIED

b. March 31, 2021 Meeting Minutes

MOTION 36/21 (R. Buffie/D. Himbeault)

To approve the Minutes of the March 31, 2021 Council meeting as circulated.

CARRIED

K. Hamilton joined the meeting at 9:12 am.

c. Ratification of Motions Since Last General Meeting of Council

MOTION 37/21 (R. Buffie/D. Himbeault)

To ratify the following motions made by Council by email:

1. Passed by Council on March 1, 2021:

It is moved by Bharti Kapoor and seconded by Jane Lamont to accept the recommendation of the Awards & Nominating Committee that the 2020 Pharmacist of the Year be presented to Ms. Jennifer Ludwig.

In favour: 13
Opposed: 0
Abstained: 0

2. Passed by Council on March 1, 2021:

It is moved by Bharti Kapoor and seconded by Jane Lamont to accept the recommendation of the Awards & Nominating Committee that the Bonnie Schultz Memorial Award for Pharmacy Practice Excellence be presented to Mr. Colin Langedock.

In favour: 13
Opposed: 0
Abstained: 0

3. Passed by Council on March 1, 2021:

It is moved by Bharti Kapoor and seconded by Jane Lamont to accept the recommendation of the Awards & Nominating Committee that the Young Leader Award be presented to Karam Al-Bayati, Megha Kaushal, Courtney Lawrence, Leah Pritchett, and Michael Szelemej.

In favour: 13
Opposed: 0
Abstained: 0

4. Passed by Council on March 1, 2021:

It is moved by Bharti Kapoor and seconded by Jane Lamont to acknowledge all members who will be recognized and receive 50 year gold pins and certificates in 2021.

In favour: 13
Opposed: 0
Abstained: 0

5. Passed by Council on March 1, 2021:

It is moved by Bharti Kapoor and seconded by Jane Lamont to acknowledge all members who will be recognized and receive 25 year silver pins and certificates in 2021.

In favour: 13
Opposed: 0
Abstained: 0

6. Passed by Council on April 12, 2021:

It is moved by Donna Forbes and seconded by Ryan Buffie that Council approve the following timelines for implementation steps for Safety IQ,

By June 1, 2021, all Manitoba community pharmacies must have:

1. signed a Data Sharing Agreement with the National Incident Data Repository (NIDR) housed by the Institute of Safe Medication Practices Canada
2. Subscribed to an online incident reporting platform or program which satisfies the Safety IQ platform criteria and
3. The pharmacy's online incident reporting platform or program must be capable of export incident data to the NIDR

By September 1, 2021, all Manitoba community pharmacies must have:

1. Completed staff training on Safety IQ and the pharmacy's incident reporting platform or program and
2. Begun reporting incidents and/or near miss event using the online reporting tool

In favour: 12
Opposed: 0
Abstained: 0

7. Passed by Council on April 15, 2021:

It is moved by Kevin Hamilton and seconded by Lalitha Raman-Wilms that Council approve the attached "CPhM Companion Document to the CPSM Standards of Practice for Prescribing Opioids and Benzodiazepines and Z-Drugs".

In favour: 12
Opposed: 0
Abstained: 0

8. Passed by Council on April 15, 2021:

It is moved by Ashley Walus and seconded by Lalitha Raman-Wilms that Council approve the 2021 Application for Intern Certification of Authorization to Administer COVID-19 Vaccines by Injection as circulated.

In favour: 12
Opposed: 0
Abstained: 0

8. Business Arising

A summary of business arising from the minutes of the February 2, 2021 Council meeting was circulated in advance of the meeting for information.

N. Hager joined the meeting at 9:14 am.

9. Strategic Plan Update

Information regarding the strategic plan objectives and operational priorities was circulated in advance of the meeting for information. A verbal update was provided to Council, including information on meetings with the office of the Medical Examiner, virtual inspections, and ongoing meetings with the Vaccine Implementation taskforce (VITF).

K. McIntosh left the meeting at 9:17 am.

K. McIntosh joined the meeting at 9:20 am.

A verbal update was provided on repairs to the lower level of Pharmacy House.

TS & JL joined the meeting at 9:28 am.

3. Proposal for Exemptions to the Requirements for a Clinical Practice Pharmacy License

TS & JL presented an overview of the proposal requesting exemption for their application for a Clinical Practice Pharmacy License. The application and supporting information, including the Clinical Practice Pharmacy Practice Direction, Minimum Pharmacy Site Requirements and Policy and Procedure Manual documents, were circulated in advance of the meeting.

TS & JL left the meeting at 10:12 am.

MOTION 38/21 (R. Buffie/A. Doell)

To grant an exemption to SW to the requirement for access to a sanitary sink with hot and cold water. Access to a sink does not directly impact patient safety or care in a negative manner, given the cognitive services provided by the pharmacists at this proposed pharmacy and availability of alternate hand sanitizers in the pharmacy office for client and staff use.

CARRIED

MOTION 39/21 (R. Buffie/A. Walus)

To grant an exemption to SW to the requirement that all hours of operation of the pharmacy must be open for walk-in public access. Given the virtual, by phone and in-person public access to the pharmacist and pharmacy services during the hours of operation of the pharmacy, patient safety and care is maintained. Full consideration must be given towards the security of all virtual platforms used, and it is required that the pharmacist is available to the public during all stated hours of operation of the pharmacy. Council will review public access to the services provided by the pharmacist during the pharmacy's hours of operation, within one year of a pharmacy license being granted.

CARRIED

4. College of Pharmacy PharmD Bridging Program

This agenda item will be revisited at 12:30 p.m.

U. Raman-Wilms left the meeting at 10:45 am.

R. Eros joined the meeting at 11:00 am.

B. Shearer joined the meeting at 11:00 am.

10. 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. To date 294 pharmacies, or around 70% of Manitoba pharmacies, have submitted data sharing agreements. The College will be auditing and sending reminders to those pharmacies who have not self-declared a platform provider or date of compliance. Work continues between the College and the National Incident Data Repository for Community Pharmacies (NIDR), and operationally to incorporate Safety IQ into Field Operations.

C. Eros left the meeting at 11:10 am.

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

11. Committee Reports

a. Executive Committee

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

MOTION 40/21 (A. Walus/R. Pandya)

To accept the Executive Committee Report to Council for information.

CARRIED

- i. Proposed Amendments – Seven Regulatory Improvements - Letter to the Minister

On the recommendation of Executive Committee, correspondence was sent from the College to the Minister of Health and Seniors, Heather Stefanson, which outlines the regulatory improvements in relation to the public health immunization efforts. The letter was circulated in advance of the meeting for information.

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

Information regarding the consultation on pharmacist prescribing for uncomplicated cystitis was circulated in advance of the meeting for consideration. A member consultation was prepared by College staff in November 2020, however at the request of Manitoba Health and Seniors Care (MHSC), the consultation was put on hold. In mid-April 2021, MHSC contacted the College, advising that with Council's approval, the College may proceed with the consultation on pharmacist prescribing for uncomplicated cystitis.

MOTION 41/21

(R. Buffie/A. Walus)

To approve a 60-day member and public consultation on the proposed draft regulation for pharmacist prescribing for uncomplicated cystitis, with all feedback and comments received considered by Council in accordance with subsection 74(1) of *The Pharmaceutical Act*.

CARRIED

- iii. COVID-19 Vaccinations by Pharmacists

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

A summary and timeline of meetings with the VITF and other stakeholders to discuss COVID-19 vaccinations by pharmacists was circulated in advance of the meeting for information.

2. Interns & COVID-19 Vaccine Administration

Correspondence from the College to Dr. Richard Baydack and other members of the VITF regarding the exclusion of pharmacy interns from the Ministerial Order under *The Regulated Health Professions Act* (vaccine administration), preventing them from administering COVID-19 vaccinations in community pharmacies, was circulated in advance of the meeting for information.

- iv. Pharmacists-At-Risk

Correspondence from the College to Penny Shefrin, Chair of the Manitoba Pharmacists-At-Risk (PAR) program, was circulated in advance of the meeting for information. The letter acknowledges the important support that PAR provides, and affirms that in response to best practices and the increasing complexities, evolution and advancements in the treatment of substance use disorders, the involvement of PAR within the Complaints and Discipline process is no longer applicable.

- v. Council & Committee Resignations & Vacancies

Information on various resignations and vacancies on Council and committees and the Executive Committee's recommendations on new appointments were circulated in advance

of the meeting.

MOTION 42/21

(A. Walus/D. Forbes)

To appoint Nicole Hager, Past-President for CSHP-MB, to the Board of Examiners for a two-year term, beginning May 2021.

CARRIED

B. Rosenthal left the meeting at 11:30 am.

MOTION 43/21

(J. Lamont/R. Pandya)

To appoint Amaal Shahin to the Manitoba Drug Standards and Therapeutics Committee (MDSTC) for a three-year term.

CARRIED

vi. Support to Committees

Information and suggestions to support committees, particularly the Standards of Practice Division of the Quality Assurance Committee, to establish leadership at the committee level and to promote effective committee function was circulated in advance of the meeting and a verbal update was provided.

N. Hager left the meeting at 11:42 am.

J. Lamont left the meeting at 11:43 am.

Council directed staff to provide further analysis and options for consideration at the next regular meeting of Council.

K. Hamilton left the meeting at 12:02 pm.

vii. Board of Examiners – Remuneration and Honoraria

Based on recent changes to meeting process (format, timing, and length of meetings) and the increasingly complicated nature of the work done by Board of Examiners, Council is advised that members of the Board of Examiners will be offered remuneration for attending meetings, retroactive to January 1, 2021 in accordance with the By-Laws. As per By-Law 13.01 and 13.03, the Board of Examiners is eligible for remuneration and reimbursement of reasonable expenses incurred for attending meetings.

Following review and recommendation by the Executive Committee, a cost analysis of remuneration for review of applicant files by the Board of Examiners was also circulated for consideration. Consensus of Council was to refer the matter to Governance Committee to review remuneration of all College committees and provided recommendations to Council.

L. Raman-Wilms joined the meeting at 12:27 pm.

J. Lamont joined the meeting at 12:28 pm.

viii. Listing of Pharmacies with Sterile Compounding as a Pharmacy Care Service Component

Information regarding a proposed listing of self-identified facilities that can meet the NAPRA Model Standards for Pharmacy Compounding of Hazardous and Non-Hazardous Sterile Preparations was circulated in advance of the meeting. To address lack of this information for pharmacists and prescribers, and in the best interest of public safety, the Executive

Committee recommends Council approve a listing of pharmacies that have self-declared provision of sterile compounding as a pharmacy care service and that the list be made available on the College website.

MOTION 44/21 (R. Pandya/A. Doell)

To approve that pharmacies will have the opportunity to self-declare to the College of Pharmacists of Manitoba the provision of Sterile Compounding as a pharmacy care service. This declaration can occur at any time and will be included as part of the license application and renewal process moving forward. This self-declared information will be noted on the Pharmacy Directory which will be accessible to all registrants and the public. Pharmacies that may not want to be listed on the public website but do offer this service, for example hospitals, will not be included.

CARRIED

ix. Quality Indicators Advisory Committee – Terms of Reference

Draft Terms of Reference for the Quality Indicators Advisory Committee, a sub-committee of the Quality Assurance Committee which will serve to advise and make recommendations to the Quality Assurance Committee and Council, were circulated in advance of the meeting for consideration.

MOTION 45/21 (A. Walus/L. Raman-Wilms)

To approve the Terms of Reference for the Quality Indicators Advisory Committee as circulated.

CARRIED

S. Purohit returned the Chair to W. Clark.

4. College of Pharmacy PharmD Bridging Program

L. Raman-Wilms presented information on a proposed University of Manitoba College of Pharmacy PharmD Bridging Program.

B. Booker left the meeting at 12:55 pm.

K. Hamilton joined the meeting at 1:25 pm.

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 46/21 (D. Forbes/K. Hamilton)

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

CARRIED

K. Hamilton left the meeting at 1:30 pm.

ii. 2021 Budget Update

The 2021 Q1 Summarized Report, Quarterly Actuals, Variance, and Annual Budget as of March 31, 2021, were circulated in advance of the meeting for information.

MOTION 47/21 (D. Forbes/R. Pandya)

To accept the 2021 Q1 Financial Report for information.

CARRIED

iii. External Audit Firm – Engagement for 2021 Audit

Information regarding the Request for Proposal (RFP) to engage an external audit firm to conduct an audit of CPhM financial records for the 2021 fiscal year, as well as recommendations from Executive Committee and the Selection panel who reviewed applications and conducted interviews, was circulated in advance of the meeting for information.

MOTION 48/21 (R. Buffie/A. Doell)

That Council engage Booke and Partners, Chartered Professional Accountants to conduct the external audit of the College financial records for the 2021 fiscal year. Mr. Kelly Ukraineec, CPA, CA is the partner assigned to oversee the audit.

The Registrar is authorized to sign a Letter of Engagement with Booke and Partners for 2021 fiscal year.

CARRIED

c. Quality Assurance Committee

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

MOTION 49/21 (B. Kapoor/S. Purohit)

To accept the Quality Assurance Committee Report to Council for information.

CARRIED

i. Standards of Practice Division

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

MOTION 50/21 (S. Purohit/R. Pandya)

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

CARRIED

MOTION 51/21 (D. Forbes/R. Pandya)

That the “Prescribing and Dispensing” practice direction be circulated for member, stakeholder and public consultation.

CARRIED

ii. Professional Development Division

The Professional Development Division Report to Council was circulated in advance of the meeting.

A verbal update was provided, including information about an article to be included in an upcoming publication of the *Friday Five* to inform pharmacists of common deficiencies found during the 2019-2020 Annual Learning Portfolio review.

d. Governance Committee

The Governance Committee has not met since its last report to Council.

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

e. Board of Examiners

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

MOTION 52/21 (D. Himbeault/A. Walus)

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

CARRIED

MOTION 53/21 (D. Himbeault/D. Forbes)

That the Entry to Practice (ETP) Doctor of Pharmacy (PharmD) program from the College of Pharmacy, Rady Faculty of Health Sciences, University of Manitoba (UofM) be approved as a qualification program for Extended Practice Pharmacist designation under section 96(g) of the Pharmaceutical Regulation, and in addition that Council require applicants to have practised for at least 1,000 hours in the two years before applying for registration within their specialty practice and in a collaborative healthcare setting to qualify for EPPh designation.

CARRIED

S. Purohit returned the Chair to W. Clark.

f. Complaints Committee

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

MOTION 54/21 (B. Kapoor/R. Pandya)

To accept the Complaints Committee Report to Council for information.

CARRIED

MOTION 55/21 (B. Kapoor/D. Forbes)

To task the Standards of Practice Division of the Quality Assurance Committee with

determining the appropriateness of a practice direction for the provision of OAT services.

CARRIED

- A. *Walus left the meeting at 1:54 pm.*
- S. *Jackson left the meeting at 2:00 pm.*
- A. *Walus joined the meeting at 2:03 pm.*

g. Discipline Committee

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

MOTION 56/21 (A. Doell/R. Pandya)

To accept the Discipline Committee Report to Council for information.

CARRIED

h. Awards & Nominating Committee

The Awards & Nominating Committee Report to Council was circulated in advance of the meeting.

MOTION 57/21 (B. Kapoor/S. Purohit)

To accept the Awards & Nominating Committee Report to Council for information.

CARRIED

Motions from this report were made by Council though email at an earlier date.

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 has not met since its last Report to Council.

k. Task Force on Compounding

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

MOTION 58/21 (D. Himbeault/J. Lamont)

To accept the Task Force on Compounding Report to Council for information, with a correction to the meeting date from 9th February 2020 to 2021.

CARRIED

l. Safety IQ Advisory Committee

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

MOTION 59/21 (A. Doell/R. Pandya)

To accept the Safety IQ Advisory Committee Report to Council for information.

CARRIED

12. Unfinished Business

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

A verbal update on the matter was provided to Council. Legal counsel to the College will prepare an options paper on moving forward with closure of the case.

- b. Appeal of Council Decision

A verbal update on the matter was provided to Council.

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

This matter is deferred to a future meeting of Council.

A. Walus left the meeting at 2:16 pm.

A. Walus joined the meeting at 2:21 pm.

- d. Regulation of Cross Jurisdictional Pharmacy Practice

A verbal update on the matter, including ongoing work between NAPRA and the provincial pharmacy regulators, was provided to Council.

13. New Business

- a. Point of Care Testing (POCT) for COVID-19

A verbal update on the matter was provided to Council. In response to inquires the College has received regarding antigen testing for COVID-19, the College has communicated with Shared Health. Testing for COVID-19 is currently only conducted at public testing sites in Manitoba. The College will work to provide more information to registrants on point of care testing.

- b. Letter from Pharmasave

Correspondence from Pharmasave regarding pharmacy inducements was circulated in advance of the meeting. A written response will follow the Council strategic planning sessions.

- c. Investigator/Inspector Appointment

Information regarding an external compounding consultant who will assist in conducting sterile compounding facility inspections for the College was circulated in advance of the meeting.

MOTION 60/21

(B. Kapoor/R. Pandya)

To appoint Ms. Jennifer Mosher as investigator and inspector for the College with intent that this position will only conduct sterile compounding facility inspections. This appointment is in addition to the previously appointed College investigators and inspectors and will be reviewed by Council after a one-year term.

CARRIED

d. NAPRA Model Standards of Practice

The NAPRA working group tasked to review and update the Model Standards of Practice (MSOP) for pharmacists and pharmacy technicians is now conducting its external consultation with stakeholders. Summary information, draft version of the updated MSOP and questionnaire were circulated to Council by email in advance of the meeting. Council provided some verbal feedback and may provide additional feedback prior to the deadline for submissions. Staff will compile comments and provide to the working group as one response on behalf of the College.

14. Liaison Reports

MOTION 61/21 (A. Walus/R. Buffie)

To accept all liaison reports for information.

CARRIED

a. Pharmacy Examining Board of Canada (PEBC)

The Pharmacy Examining Board of Canada (PEBC) Report was circulated in advance of the meeting.

b. University of Manitoba College of Pharmacy

The College of Pharmacy's Report for April 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

The Pharmacists Manitoba report was circulated in advance of the meeting.

f. Pharmacy Technician

No report was provided.

A. Walus left the meeting at 3:00 pm.

g. National Association of Pharmacy Regulatory Authorities (NAPRA)

A verbal report was provided.

15. Correspondence – On-Board

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

16. 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: Monday, June 14th, 2021

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

18. Meeting Adjournment

MOTION 62/21

(A. Doell)

To adjourn the meeting at 3:07 p.m.