



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Monday, May 13, 2024
9:00 a.m. to 4:30 p.m.

COUNCILORS

Jane Lamont, President
Ryan Buffie, Vice President
Jennifer Ludwig, Executive Treasurer (*virtual*)
Wendy Clark, Past President
Don Himbeault, Public Representative
Donna Forbes, Public Representative
Elizabeth Reimer, Public Representative (*joined at 9:14 am*)
Alanna Doell, Pharmacist
Brendon Mitchell, Pharmacist (*virtual*)
Joanne Johnson, Pharmacist (*joined at 9:19 am*)
Teryl Moore, Pharmacist (*joined at 9:14 am*)
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy (*virtual*)

LIAISONS TO COUNCIL

Gayle Romanetz, Pharmacists Manitoba Liaison (*virtual*)
Leah Pritchett, CSHP-Manitoba Branch Liaison to Council
Cecile Ngai, Pharmacy Technician Liaison (*virtual*)

COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer
Rani Chatterjee-Mehta, Deputy Registrar
Lori McKietiuik, Director of Operations
Anne Janes, Director of Policy & Legislation
Lindsay Henderson, Executive Assistant
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development (*virtual*)
Chris Louizos, Assistant Registrar, Quality Assurance & Field Operations (*virtual*)
Kevin Chaboyer, Quality Assurance and Field Officer (*virtual*)
Arleigh Andrushak, Quality Assurance and Field Officer (*virtual*)

REGRETS

Sonal Purohit, Pharmacist
Amanda Andreas, Public Representative
Shaelyn Gustafson, College of Pharmacy Student Liaison

GUESTS

Christine James, Halmyre
Christine Saunders, Halmyre

1.0. Call to Order

1.1.a. Welcome & Introductions

President J. Lamont convened the meeting at 9:02 a.m. and welcomed everyone.

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.”

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 & B. Mitchell

1.2. President’s Remarks

J. Lamont provided opening remarks to Council, speaking to the vision, mission and values of the CPhM and its importance in decision making, changes to the Council meeting agenda and policy framework and strategic planning.

1.3. Recognitions

K. Hamilton thanked J. Lamont for her tenure as Council President and Chair and thanked the liaison members for their contributions to Council.

1.4. Regulatory Trends & Readings

“A Critique of Policy Governance” by R. Durcan, Steinecke Maciura LeBlanc, and “A Report and Recommendations on Improving Governance” by H. Cayton and D. Williams were circulated in advance of the meeting for information.

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 23, 2024
 - b. March 21, 2024
 - c. Email Motions to be Ratified
- 2.3. Operations Report
- 2.4. Committee Reports
 - a. Executive Committee
 - b. Finance & Risk Management Committee
 - i. Financial Report & Monitoring
 - c. i. Standards of Practice Division
 - d. Appointments Committee
 - e. Board of Examiners
 - g. Discipline Committee
 - l. EPPH Consultation Review Ad-Hoc Committee
 - n. Quality Prescribing Working Group
- 2.5. Liaison Reports
 - a. Pharmacy Examining Board of Canada (PEBC)
 - b. University of Manitoba College of Pharmacy
 - c. Canadian Society of Hospital Pharmacists (CSHP)
 - e. Pharmacists Manitoba
 - f. Pharmacy Technician
- 2.7. For Information
 - a. Removal of Natural Health Products from NAPRA's National Drug Schedules
 - b. Council Orientation Sessions
 - c. Annual General Meeting & Special Meeting of Council
 - d. Change in Pharmacy Ownership Policy & FAQ

Consensus of Council is to add the following item to the agenda:

- 6.1.b. Registrar & CEO Performance Evaluation

The following items from the consent portion of the agenda were identified by Council for discussion:

- 2.4.d. Appointments Committee Report
- 2.4.g. Discipline Committee Report

MOTION 21/24 (D. Himbeault/B. Mitchell)

To approve the agenda as amended.

CARRIED

L. Reimer & T. Moore joined the meeting at 9:14 am.

3.0. Items for Discussion

3.1. Discipline Committee Report

A verbal overview was provided on Discipline Committee report, progress of investigations and discipline matters. Council requests that different methods of reporting to Council are explored, to

improve oversight while maintaining confidentiality.

J. Johnson joined the meeting at 9:19 am.

3.1. Appointments Committee Report

A verbal overview was provided on the Appointments Committee report and considerations of the committee in their recommendations to Council, including aligning recommended Council members with the populations they serve, for example practice area, region and cultural diversity, consideration of past and current experience, and continuity of Council, with shorter terms for existing Council members. Consensus of Council is the following recommendations for the committee in the future:

- Importance of diverse geographical representation, considering some candidates' practice does not fall solely within the current districts.
- Consider appointing a pharmacy technician or an individual with pharmacy technician background or experience.
- Development of a defined scoring matrix.

4.0. Standing Items

4.1. Results of Council Evaluations from February 23, 2024

Council member evaluations from the February 23, 2024, meeting were circulated in advance of the meeting and reviewed by Council, following detailed and in-depth review of the results by Executive Committee at its last meeting.

4.2. Registrar & Chief Executive Officer's Report

i. Action Items Arising from Last Meeting

A summary of action items arising from the minutes of the February 23, 2024, meeting was circulated in advance of the meeting for information.

ii. National Association of Pharmacy Regulatory Authorities (NAPRA)

This item is tabled.

iii. Strategic Plan Dashboard

A report on initiatives of the CPhM Strategic Plan 2021-2024 to date was circulated in advance of the meeting for information and a verbal update was provided on each of the priorities. Council requested that staff explore reporting mechanisms or data collection regarding abuse of inducement programs, to include with any information regarding inducements that is forwarded to government.

iv. Government Update

A verbal update was provided on the upcoming meeting with Deputy Minister Sinclair to discuss pharmacist prescribing of oral contraceptives, therapeutic substitution, and the pilot program for pharmacist led clinics.

v. Strategic Plan Priority I – Cultural Safety Action Plan

Report from Legacy Bowes following the Council facilitated sessions to develop a cultural safety action plan was circulated in advance of the meeting for information. Council was asked to consider if implementation of the action plan is still a priority of Council. Council tabled the discussion until consideration of the new strategic plan later in the meeting.

vi. Strategic Plan Priority III – Inducements Communications Strategies

Report on the current status and achievable goals related to communications and the public awareness campaign on inducements was circulated in advance of the meeting for information.

vii. Council Forum

This item is tabled.

5.0. Business Arising/New Business

5.1. Appointments to Council

Report from the Appointments Committee with request for Council to confirm the slate of Council members for the upcoming term and documents related to the Council appointments process were circulated in advance of the meeting.

MOTION 22/24 (D. Forbes/W. Clark)

To confirm the slate of Council members for the upcoming term as presented:

- Ryan Buffie, Pharmacist – 1-year term
- Alanna Doell, Pharmacist – 1-year term
- Teryl Moore, Pharmacist – 2-year term
- Brendon Mitchell, Pharmacist – 2-year term
- Kathy Hunter, Pharmacist – 3-year term
- Pawandeep Sidhu, Pharmacist – 3-year term
- Chantal MacDonald, Pharmacy Technician – 3-year term
- Lalitha Raman-Wilms, Dean of the College of Pharmacy, UofM – Ex Officio

Abstain: 5 (L. Raman-Wilms, R. Buffie, T. Moore, B. Mitchell, A. Doell)

CARRIED

5.2. Policy Review & Development

i. Terms of Reference – Standing Committees

Assessment of committee structure and draft terms of reference documents, as considered and recommended by Executive Committee, were circulated in advance of the meeting for consideration.

MOTION 23/24 (R. Buffie/D. Himbeault)

That that the following compliment of standing committees be maintained:

- Appointments Committee
- Executive Committee
- Finance Committee
- Quality Assurance Committee
- Professional Practice Committee (formerly the Standards of Practice Committee)
- Extended Practice Pharmacists (EPPh) Advisory Committee

CARRIED

MOTION 24/24 (J. Johnson/D. Forbes)

To dissolve the following standing committees:

- Quality Assurance Committee – Professional Development Division
- Audit Committee (duties to be combined with Finance Committee)

CARRIED

MOTION 25/24 (L. Reimer/A. Doell)

To dissolve the following ad-hoc committees:

- Safety IQ Advisory Committee
- Ad Hoc Committee: Extended Practice Pharmacist (EPPh) Consultation Review
- Ad Hoc Committee: Pharmacy Technician Regulatory Issues
- Ad Hoc Committee: Quality Indicators Advisory

CARRIED

A verbal overview of the draft terms of reference documents was provided, highlighting establishment of a “citizen’s roster” of community members to serve as public representatives to addition to those appointed by the Minister, changes to committee composition and pharmacy, pharmacy technician and public representative ratios.

MOTION 26/24 (R. Buffie/J. Ludwig)

To approve the Terms of Reference for the following committees as circulated:

- Quality Assurance Committee
- Finance Committee
- Professional Practice Committee

CARRIED

ii. Fiduciary Obligations of Council & Committees

Draft policy documents to support bylaw Article 7.0: Fiduciary Obligations of Council Members and Committee Members, as considered and recommended by Executive Committee, were circulated in advance of the meeting for consideration.

L. Raman-Wilms left the meeting at 10:59 am

MOTION 27/24 (D. Forbes/R. Buffie)

To approve the following policies documents as circulated:

- Oath of Office, Council members
- Oath of Confidentiality, Council and Committee members
- CP: XX Conflict of Interest, draft policy
- Conflict of Interest Agreement, Council and Committee members
- GP:09 Council Delegation of Operational Authority to Registrar/CEO policy

CARRIED

Consensus of Council is to task Executive Committee with review of the “Affiliations Form, Council and Committee members” and consideration of how the information will be used.

Council acknowledges the importance of transparency. As competencies, background, experience and affiliations were public information provided with the biography of each candidate circulated during Council elections, Council requests that biographical information of each member of Council be posted to the CPhM website.

iii. Financial Directives

Draft policy documents to support bylaw Article 9.0: Remuneration and Reimbursement of Expenses for Council and Committees, as considered and recommended by Executive Committee, were circulated in advance of the meeting for consideration.

MOTION 28/24 (D. Himbeault/W. Clark)

To approve the following policies documents as circulated, to be implemented as of June 1, 2024:

- FD XX Reimbursement of Costs Incurred, Council and Committee Members
- Schedule XX: Expense Reimbursement Rates
- FD XX: Remuneration and Expense Claim Limits

CARRIED

MOTION 29/24 (J. Johnson/D. Forbes)

That the “Schedule XX: Rate of Honoraria, Council and Committee Members” policy document and remuneration models for adoption by the CPhM be considered by Executive Committee, for recommendation to Council.

CARRIED

iv. Governance Manual

A revised version of the governance manual, developed to align with the evolving governance framework according to the new bylaw package and emerging policy structure,

as considered and recommended by Executive Committee, was circulated in advance of the meeting for consideration. The governance manual is intended to replace the current CPhM “Council Orientation Manual” and Executive Committee would be responsible to review the manual on an annual basis and provide feedback for further revisions and additions by staff.

MOTION 30/24 (R. Buffie/A. Doell)

To confirm Executive Committee’s commitment to the proposed evergreen strategy to maintain the governance manual.

CARRIED

5.3. Committee Appointments

Recommended committee appointments, as considered and recommended by Executive Committee, were circulated in advance of the meeting for consideration.

MOTION 31/24 (D. Forbes/B. Mitchell)

To appoint the following individuals for a two-year term, until June 2026:

- Beatrice Patton, Former Member to the Discipline Committee
- Kevin Hamilton & Rani Chatterjee-Mehta to the Manitoba Association of Optometrists Regulatory Advisory Committee

CARRIED

5.4. Preceptor and Supervisor Training Program Requirement Update

In follow-up to the December 8, 2023, Council decision to approve the Board of Examiner’s recommendations for required preceptor and supervisor training and directive to the Board of Examiners to consider the training that supervisors of pharmacy technician students complete through the CCAPP-accredited pharmacy technician school, Manitoba Institute of Trades and Technology (MITT), recommendation from the Board of Examiners that Council accept the training that supervisors and preceptors of pharmacy technician students from MITT complete was circulated in advance of the meeting for consideration.

At this time, R. Buffie declared a conflict-of-interest with this agenda item.

MOTION 32/24 (J. Johnson/A. Doell)

That in addition to the other preceptor training program options previously approved by Council at the Dec. 8, 2023, meeting, Council also accept/recognize the following:

- For those who are also preceptors/supervisors of pharmacy technician students from MITT: Office of Experiential Education (OEE) from University of British Columbia Faculty of Pharmaceutical Sciences: Practice Educator Development Training - OEE Partner Resource Centre, UBC
 - o All modules as required at time of completion.

CARRIED

5.5. Consultation on Proposed Changes to the Electronic Transmission of Prescriptions Practice Direction and the Manitoba Prescribing Practices Program

Following recommendations from the Quality Prescribing Review Working Group (QPRWG) and comprehensive CPhM consultation on the Changes to the Electronic Transmission of Prescriptions Practice Direction and the Manitoba Prescribing Practices Program (M3P), a summary of feedback received from the consultation and considerations and associated risks identified from the feedback was circulated in advance of the meeting for consideration.

MOTION 33/24 (R. Buffie/T. Moore)

To task staff with implementing a robust communication campaign in collaboration with CPSM, CRNM, and other regulatory Colleges as appropriate to inform and educate all pharmacists and prescribers on the changes resulting from the Consultation on Proposed Changes to the Electronic Transmission of Prescriptions Practice Direction and the Manitoba Prescribing Practices Program (M3P).

CARRIED

MOTION 34/24 (R. Buffie/W. Clark)

To implement the subsection 56(1) exemption permitting pharmacists to transfer prescriptions for all CDSA medications (narcotics, controlled drugs, benzodiazepines, and other targeted substances) to another pharmacy, including out of province pharmacies. This would include permitting benzodiazepines to be transferred more than once. Pharmacists may notify the prescriber when any CDSA prescription is transferred out of province based on the pharmacist's professional judgement.

Opposed: 1 (J. Ludwig)
Abstain: 2 (T. Moore, D. Forbes)

CARRIED

MOTION 35/24 (R. Buffie/A. Doell)

To approve the Joint Practice Direction on Electronic Transmission of Prescriptions as circulated, and to repeal the Joint Statement on Facsimile Transmission of Prescriptions and the Joint Statement on Electronic Transmission of Prescriptions.

CARRIED

MOTION 36/24 (J. Johnson/R. Buffie)

To repeal the Joint Statement between CPhM and CPSM titled Prescribing Practices: Doctor/Pharmacist Relationships.

CARRIED

MOTION 37/24 (A. Doell/B. Mitchell)

To task staff with continued advocacy amongst regulatory Colleges to require all prescribers, regardless of designation, to include indications on prescriptions. If implementing a requirement is not possible, then education measures are to be recommended to encourage this practice. CPhM staff to liaison with other Colleges to share the feedback received from the consultation

and collaborate as necessary to provide education appropriate to the profession.

CARRIED

MOTION 38/24 (B. Mitchell/A. Doell)

That the use of the current physical personalized M3P form be replaced with required prescription content as outlined in the CPhM and CPSM regulations and the associated Practice Directions.

CARRIED

MOTION 39/24 (R. Buffie/B. Mitchell)

To amend section 4.3.2 in the Practice Direction on M3P Information Entered into DPIN and approve it as circulated.

CARRIED

Consensus of Council is to table a decision on the proposed addition of all codeine preparations (with the exception of exempted codeine preparations) to the Manitoba Prescribing Practices Program (M3P) list, pending review of further information including an environmental scan of codeine prescribing requirements in other provinces.

*C. James & C. Saunders joined the meeting at 1:35 pm.
Council moved to agenda item 5.9. Strategic Plan Presentation*

5.9. Strategic Plan Presentation

In follow-up to the Council strategic planning session, guests from Halmyre presented the draft 2025-2027 Strategic Plan and related information, including suggested strategies, tactics, key performance indicators and risk registry. Council provided feedback on the current strategic plan and how its current priorities may incorporate into the new strategic plan, and what measures are appropriate from a regulator.

C. Saunders left the meeting at 2:25 pm

Council provided feedback on the risk register and requests the risk register be incorporated as a regular update to Council.

C. Saunders left the meeting at 2:44 pm

B. Mitchell left the meeting at 2:46 pm

B. Mitchell joined the meeting virtually at 2:48 pm

MOTION 40/24 (J. Johnson/A. Doell)

To approve the CPhM's 2025-2027 Strategic Plan priorities as circulated:

1. Support Manitoba's pharmacy workforce with proactive measures that drive quality care and support progressive, right-touch pharmacy regulation and professional practice.
2. Prepare for and shape the practice and legislative changes that will influence and improve future pharmacy care delivery.

3. Build and support CPhM's operational infrastructure to support the effective, efficient regulation of tomorrow's pharmacy professionals.

CARRIED

Council returned to agenda item 5.6.

5.6. Continued Care Prescriptions (Issue Brief received from Pharmacist)

Issue brief submitted to the CPhM detailing concerns with the ability of pharmacists to provide continuing care prescriptions and request for changes to the "Pharmacist Prescribing/Continued Care Practice Direction" was circulated in advance of the meeting. As the specified authorities for continued care prescriptions are set out very specifically in the Pharmaceutical Regulation section 122(1), consensus of Council is to refer the matter to CPhM staff to further investigate and provide recommendation to Council on how best to address this concern.

5.7. Therapeutic Substitution and Prescription Adaptation Practice Direction

Regulatory and legislative amendments that will expand pharmacist scope of practice to include therapeutic substitution are expected to be considered by the Manitoba Legislature in Fall 2024, requiring minimum standards for therapeutic substitution. Draft amendments to the Adaptation of a Prescription Practice direction, as considered and recommended by Standards of Practice Division, proposed regulatory amendments and environmental scan of therapeutic substitution in Canadian jurisdictions were circulated in advance of the meeting for consideration.

MOTION 41/24 (W. Clark/R. Buffie)

To approve the Practice Direction: Adaptation of a Prescription and Therapeutic Substitution for public consultation as circulated. Public consultation will occur when the regulatory amendment has been approved by government (anticipated in Fall 2024), at which point the CPhM and government can coordinate the regulatory consultation and practice direction consultation timelines.

CARRIED

5.8. Risk Register

This item was considered during 5.9. Strategic Plan Presentation

6.0. In-Camera/Closed Session of Council

Council determined that R. Chatterjee-Mehta, L. Henderson, & C. Louizos shall participate in item 6.1.a.

6.1. Motion to Adopt Agenda for Closed Session & 6.2. Motion to Rise from General Meeting and Move to Closed Session of Council

MOTION 42/24 (D. Forbes/W. Clark)

To move to a closed session at 3:42 p.m. with the following agenda:

- a. Update on Exemption to Sterile Compounding Deadline

b. Registrar & CEO Performance Evaluation

CARRIED

A. Janes, K. McIntosh, A. Andrushak, K. Chaboyer, L. Pritchett, G. Romanetz, C. Ngai, L. McKietruk & B. Mitchell left the meeting at 3:43 pm.

J. Lamont turned the Chair to R. Buffie at 3:43 pm.

J. Lamont left the meeting at 3:43 pm.

J. Johnson left the meeting at 3:53 pm.

L. Reimer left the meeting at 3:58 pm.

J. Lamont joined the meeting at 3:59 pm.

R. Buffie turned the Chair to J. Lamont at 3:59 pm

L. Henderson, R. Chatterjee-Mehta, C. Louizos & K. Hamilton left the meeting at 3:59 pm.

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

MOTION 43/24 (R. Buffie/A. Doell)

To reconvene in the general meeting of Council at 4:16 pm.

CARRIED

W. Clark & J. Ludwig left the meeting at 4:15 pm.

K. McIntosh, A. Andrushak, K. Chaboyer, L. Henderson, R. Chatterjee-Mehta, A. Janes, & L. McKietruk joined the meeting at 4:16 pm.

6.4. Report Decisions from Closed Session

The following decisions were reported from the closed session:

MOTION 44/24 (W. Clark/A. Doell)

To require written reports on the status of the exemption to the NAPRA sterile compounding standards quarterly for the remainder of 2024, to be reassessed by Council in December 2024.

CARRIED

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 and printed copies were provided to those attending in-person.

The next regular meeting of Council is scheduled for:

DATE: Monday, June 24, 2024

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

7.2. Adjourn

MOTION 45/24

(A. Doell)

To adjourn the meeting at 4:18 pm.