



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Monday, June 14th, 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 9:03 am*)
Don Himbeault, Public Representative
Donna Forbes, Public Representative
Ryan Buffie, Pharmacist
Ravi Pandya, Pharmacist
Tory Crawford, Public Representative
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

LIAISONS TO COUNCIL

Stephen Jackson, Pharmacy Technician Liaison
Dr. Brenna Shearer, Pharmacists Manitoba Liaison (*joined at 9:08 am*)
Nicole Hager, 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 (*joined at 9:06 am*)
Brent Booker, Assistant Registrar, Review and Resolution (*joined at 9:23 am*)
Chris Louizos, Assistant Registrar, Field Operations
Meret Shaker, Practice Consultant
Ronda Eros, Practice Consultant (*joined at 9:05 am*)
Kevin Chaboyer, Quality Assurance and Field Officer
Lindsay Henderson, Executive Assistant
Eunice Valencia, Summer Student

REGRETS

Alanna Doell, Pharmacist
Ashley Walus, Pharmacist
Amanda Andreas, Public Representative
Drupad Joshi, Pharmacist
Marina Rofeil, College of Pharmacy Student Liaison
Dinah Santos, PEBC Liaison

GUESTS

Shenda Tanchak, Magnetic North Consulting (*joined 9:26 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.

S. Purohit and R. Pandya declared a conflict of interest with the agenda items related to Inducements Council considered the declarations and agreed S. Purohit and R. Pandya will abstain from voting on these agenda items.

K. Hamilton joined the meeting at 9:03 am.

2. Additions to Agenda & Approval of Agenda

MOTION 63/21 (R. Buffie/D. Himbeault)

To approve the agenda as circulated.

CARRIED

R. Eros joined the meeting at 9:05 am.

3. Regulatory Trends & Readings

Through the strategic planning process, Council has designated cultural safety and inclusion as one of its top priorities in the next strategic cycle. College staff have sought out sources for background

information, subject matter expertise and training courses to support efforts related to this priority. Information was circulated in advance of the meeting regarding San'yas Indigenous Cultural Safety training, a facilitated, on-line training program developed by the Provincial Health Services Authority in British Columbia. College staff are scheduled to begin the training program in mid-June and Council will begin later in 2021.

K. McIntosh joined the meeting at 9:06 am.

4. Review of May 7, 2021 Council Member Evaluations

Council reviewed the member evaluations from the May 7, 2021 meeting. Chair W. Clark acknowledged the comments regarding meeting procedure and protocol for motions.

5. Approval of Meeting Minutes & Motions

a. May 7, 2021 Meeting Minutes

MOTION 64/21 (D. Forbes/T. Crawford)

To approve the Minutes of the May 7, 2021 Council meeting as circulated.

CARRIED

6. Business Arising

A summary of business arising from the minutes of the May 7, 2021 Council meeting was circulated in advance of the meeting for information.

7. Strategic Plan Update

This agenda item is deferred.

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, Pharmacy House building restoration, ongoing collaboration with the office of the Medical Examiner on review of case files, budget preparation and meetings with the COVID Vaccination Implementation Task Force (VITF).

B. Booker joined the meeting at 9:23 am.

S. Tanchak joined the meeting at 9:26 am.

9. Approval of Strategic Planning Goals 2021-2024 (with S. Tanchak, Magnetic North Consulting)

Following the Council strategic planning sessions that took place in Spring 2021, the draft Strategic Plan 2021-2024 with detailed priorities and goals was circulated in advance of the meeting for consideration.

MOTION 65/21 (R. Buffie/L. Raman-Wilms)

That Council accepts the final report from S. Tanchak, Strategic Planning Facilitator, with revisions and approves the 2021-2024 CPhM Strategic Plan.

Abstentions: 1 (R. Pandya)

CARRIED

S. Tanchak & R. Eros left the meeting at 9:58 am.

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

10. Committee Reports

a. Executive Committee

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

MOTION 66/21 (D. Himbeault/L. Raman-Wilms)

To accept the Executive Committee Report to Council for information.

CARRIED

i. Proposed Amendments – Seven Regulatory Improvements

A verbal update was provided on the regulatory improvements. The Minister of Health and Seniors Care is currently on leave and the Deputy Minister is serving as acting Minister of Health and Seniors Care in her absence. The College is awaiting a meeting with the Minister to discuss the most recent letter from the College.

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

The consultation notice for the proposed regulation to permit pharmacist prescribing in uncomplicated cystitis was distributed to members and stakeholders on May 10th, 2021, and circulated to Council for information. Deadline to provide feedback is July 9th, 2021.

iii. COVID-19 Vaccinations by Pharmacists

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 since the last meeting of Council was circulated in advance of the meeting for information, including information on the distribution of mRNA COVID-19 vaccine through pharmacies.

iv. Public Representative Vacancies – Council & Committees

Information regarding the public representative vacancies on Council and committees was circulated in advance of the meeting for information. The college is waiting for appointments from the Minister's office and no new information from the Committee of Agencies, Boards and Commissions has been received to date.

v. Committees – Regulatory Best Practice

In response to previous discussions by Council regarding opportunities to improve the function and productivity of its committees, a summary describing best practices related to health regulatory committees was circulated in advance of the meeting for information

vi. Roster of Appointments

Executive Committee reviewed the roster of committee appointments at the meeting on May 25, 2021, and their recommendations were circulated in advance of the meeting for consideration.

i. Complaints Committee

MOTION 67/21 (R. Buffie/R. Pandya)

To remove Ms. Tory Crawford from the Discipline Committee and appoint her to the Complaints Committee for a two-year term.

CARRIED

ii. Discipline Committee

MOTION 68/21 (D. Forbes/L. Raman-Wilms)

To re-appoint Ms. Martha Mikulak to the Discipline Committee for a two-year term.

CARRIED

iii. Board of Examiners

MOTION 69/21 (D. Forbes/R. Pandya)

To re-appoint Mr. Don Himbeault to the Board of Examiners for a two-year term.

CARRIED

iv. Extended Practice Advisory Committee

MOTION 70/21 (R. Buffie/L. Raman-Wilms)

To re-appoint Mr. Don Himbeault and Ms. Donna Forbes to the Extended Practice Advisory Committee for a two-year term.

CARRIED

MOTION 71/21 (R. Pandya/R. Buffie)

To appoint Ms. Tory Crawford to the Extended Practice Advisory Committee for a two-year term.

CARRIED

v. Finance & Risk Management Committee

MOTION 72/21 (D. Himbeault/J. Lamont)

To appoint Ms. Tory Crawford to the Finance & Risk Management Committee for a two-year term.

CARRIED

vi. Audit Committee

MOTION 73/21 (D. Himbeault/L. Raman-Wilms)

To appoint Ms. Tory Crawford to the Audit Committee for a two-year term.

CARRIED

MOTION 74/21 (T. Crawford/D. Himbeault)

To re-appoint Mr. Bill Eamer as Chair of the Audit Committee for a one-year term.

CARRIED

vii. Standard of Practice Division of the Quality Assurance Committee

MOTION 75/21 (T. Crawford/R. Buffie)

To appoint Ms. Robin Hidlebaugh as chair of the Standard of Practice Division of the Quality Assurance Committee for a two-year term.

CARRIED

viii. Manitoba Health Hospital Drug Shortages Committee

MOTION 76/21 (D. Himbeault/R. Pandya)

To appoint Dr. Chris Louizos as the College of Pharmacists of Manitoba representative on the Manitoba Health Hospital Drug Shortages Committee.

CARRIED

ix. (Pharmacy Examining Board of Canada) PEBC Liaison

MOTION 77/21 (D. Forbes/T. Crawford)

To re-appoint Ms. Dinah Santos as PEBC Liaison to Council until March 2022.

CARRIED

x. University of Manitoba College of Pharmacy Student Liaison Representative

MOTION 78/21 (L. Raman-Wilms/R. Buffie)

To appoint Ms. Marianna Pozdirca as University of Manitoba College of Pharmacy Student Liaison Representative for a one-year term.

CARRIED

xi. Investigator/Inspector Appointment

MOTION 79/21 (K. Hamilton/D. Himbeault)

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

CARRIED

vii. Support to Standard of Practice

Information regarding current challenges and factors contributing to the backlog of work at the Standards of Practice Division level was circulated in advance of the meeting.

MOTION 80/21

(D. Forbes/J. Lamont)

To support the following recommendations to assist the Standards of Practice (SOP) Division of the Quality Assurance Committee in fulfilling its mandate:

- Amend the membership process for SOP and change to application/competency appointment-based process
- SOP Division appointments to be term based, with limits on number of terms served
- Update the Quality Assurance Committee ToR, including SOP section to include references to appointment process, service terms, limits on number of terms, absenteeism, conflict of interest, and confidentiality
- Develop a robust Committee Orientation Manual for use with all committees, specifically SOP
- Appoint new Chair to SOP (will be addressed under agenda item 10. a.v.)
- Define the role of Chair and provide appropriate on-boarding/education (full orientation) to outline work of SOP and devise plan for management of potential expected issues
- Implement full orientation/educational session for all newly appointed SOP members and provide ongoing education on regular basis (annually)
- Have involvement of general legal counsel for particular SOP meetings involving specific practice directions with high potential for issue/discussion
- Ongoing education/support to Chair and SOP members on issues surrounding unconscious bias/conflict of interest
- Conduct a full review of available resources to support SOP and the necessary work from this Division

An update on the progress of SOP will be provided to Council in 6 months.

CARRIED

S. Purohit returned the Chair to W. Clark.

C. Louizos left the meeting at 11:00 am.

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 81/21

(S. Purohit/R. Pandya)

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

CARRIED

ii. Financial Report and Monitoring

The summarized financial report, with quarterly actuals and variance, and budget summary as

of June 2021 were circulated in advance of the meeting for information.

MOTION 82/21

(T. Crawford/R. Buffie)

To accept the summarized financial report and budget summary for information.

CARRIED

c. Quality Assurance Committee

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

i. Standards of Practice Division

The Standards of Practice Division not met since its last Report to Council.

ii. Professional Development Division

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

MOTION 83/21

(S. Purohit/D. Himbeault)

To accept the Professional Development Division Report to Council for information.

CARRIED

The *Professional Development Pharmacist Independent Study Self-Accreditation Package* was circulated in advance of the meeting for consideration. Self-accreditation of independent studies process is in line with the direction Council provided in 2018 that CPhM is to phase out and cease accreditation services.

MOTION 84/21

(L. Raman-Wilms/K. Hamilton)

To approve the *Professional Development Pharmacist Independent Study Self-Accreditation Package* for implementation as circulated.

CARRIED

d. Governance Committee

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

e. Board of Examiners

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

MOTION 85/21

(T. Crawford/D. Forbes)

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

CARRIED

f. Complaints Committee

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

MOTION 86/21**(R. Buffie/K. Hamilton)**

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 87/21**(R. Buffie/L. Raman-Wilms)**

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 has not met since its last Report to Council.

k. Task Force on Compounding

The Task Force on Compounding has not met since its last Report to Council.

l. Safety IQ Advisory Committee

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

11. Unfinished Business

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

This matter is deferred until the College receives an update from its legal counsel.

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.

d. Regulation of Cross Jurisdictional Pharmacy Practice

A verbal update on the matter was provided to Council, including information on the ongoing work

and meetings between NAPRA, the provincial pharmacy regulators, and their respective legal counsels.

e. 2021 Annual General Meeting (AGM)

a. Report on 2021 AGM

In follow-up to the 2021 AGM, held virtually on May 8, 2021, a report outlining the event was circulated in advance of the meeting and Council considered the format of future AGMs to assist in budget preparations for the 2022 fiscal year and future years. Council discussed the benefits of virtual events, including inclusivity and increased opportunity for participation, cost and administrative burden that is significantly less than in-person events, and trends from other regulators, both provincial and national.

J. Lamont left the meeting at 11:42 am.

MOTION 88/21 (R. Buffie/R. Pandya)

That the Annual General Meeting (AGM) portion of the annual AGM and Awards Presentations be conducted as virtual events in the future.

CARRIED

Consensus from Council is to discuss the annual Awards Presentations at a later date once the matter has been considered by the Governance Committee.

b. Approval of May 8, 2021 AGM Minutes

MOTION 89/21 (K. Hamilton/T. Crawford)

To approve the Minutes of the May 8, 2021 Annual General Meeting as circulated.

CARRIED

f. POCT for COVID-19

A verbal update on rapid antigen testing, or point-of-care testing, for COVID-19 was provided to Council. The current direction from Public Health is that all diagnostics must be processed through the Manitoba Health pathway and that pharmacies are not permitted to distribute rapid antigen testing kits to the public. Any changes to this direction will be communicated to the College.

g. Clinical Pharmacy Practice and the Distribution of Naloxone

This matter is deferred to a future meeting of Council.

h. Pharmasave – Response Following Strategic Planning

This matter is deferred to a future meeting of Council.

L. Raman-Wilms left the meeting at 12:01 pm.

J. Lamont joined the meeting at 12:30 pm.

12. New Business

- a. Draft NAPRA Principles of Professionalism in Pharmacy Practice

Information on the Draft *NAPRA Principles of Professionalism in Pharmacy Practice* was circulated in advance of the meeting. The NAPRA Culture of Professionalism Working Group has worked to develop and refine these documents since May 2019, with plans to present the final documents to the NAPRA Board for approval in the Fall of 2021. The Working Group is now conducting its external consultation with stakeholders and the public, and the College is invited to review and provide feedback on the Eight Draft Principles of Professionalism. Council was asked to submit feedback to College staff before NAPRA's deadline.

C. Louizos joined the meeting at 1:04 pm.

- b. Manager Change Fee and Parental Leave

Information regarding the College's current fee structure and manager changes related to parental leaves of absence, as currently reflected in the legislation, was circulated in advance of the meeting. It was the consensus of Council that the matter of allowing the fee for a manager change to be waived on compassionate grounds for extenuating circumstances, such as parental leave requests, should be revisited once more specific terms, including length of time and administrative processes, are determined and presented to Council.

13. Liaison Reports

MOTION 90/21 (R. Buffie/J. Lamont)

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 June 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

The College of Pharmacy Student Report was circulated in advance of the meeting.

- e. Pharmacists Manitoba

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

- f. Pharmacy Technician

No report was provided.

- g. National Association of Pharmacy Regulatory Authorities (NAPRA)

The NAPRA report was circulated in advance of the meeting.

14. Correspondence – On-Board

- a. Thank you letter from 2020 Pharmacist of the Year recipient Jennifer Ludwig

15. 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, September 24th, 2021

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

18. Meeting Adjournment

MOTION 91/21

(D. Forbes)

To adjourn the meeting at 1:29 p.m.