



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Monday, June 24, 2024
9:00 a.m. to 4:00 p.m.

COUNCILORS

Ryan Buffie, Chair
Kathy Hunter, Vice Chair
Amanda Jenkyns, Public Representative
Don Himbeault, Public Representative
Donna Forbes, Public Representative
Elizabeth Reimer, Public Representative
Alanna Doell, Pharmacist
Brendon Mitchell, Pharmacist
Pawandeep Sidhu, Pharmacist (*virtual*)
Teryl Moore, Pharmacist
Chantal MacDonald, Pharmacy Technician

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*)
Brent Booker, Assistant Registrar, Review & Resolution (*virtual*)
Kevin Chaboyer, Quality Assurance and Field Officer (*virtual*)
Arleigh Andrushak, Quality Assurance and Field Officer (*virtual*)
Meret Shaker, Practice Consultant (*virtual*)

REGRETS

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

GUESTS

Pharmacists Manitoba – Gayle Romanetz, Tim Smith, Darren Murphy, Jen Butler (*virtual, joined at 9:30 am*)
Unity Health Toronto – Muhammad Mamdani (*virtual, joined at 1:04 pm*)

1.0. Call to Order

1.1.a. Welcome & Introductions

Chair R. Buffie convened the meeting at 9:01 a.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

R. Buffie 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

R. Buffie 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 Council Exemption – B. Mitchell
- 6.1.b. Request for Council Exemption – B. Mitchell

1.2. Chair’s Address

R. Buffie provided opening remarks to Council, welcoming Council members to the first meeting of Council’s new term, acknowledging recent changes to the bylaws and inclusion of pharmacy technician representation on Council, and reviewing meeting procedures.

1.3. Regulatory Trends & Readings

The revised Governance Manual, developed to align with the evolving governance framework according to the new bylaw package and emerging policy structure, was circulated in advance of the meeting for information.

Julie Maciura, partner with Steinecke Maciura LeBlanc, recently provided Council Orientation across three 2.5 hour sessions, delivered over zoom. The sessions were tailored for CPhM Council, based on governance best practice for regulators, and were intended for both new and returning Council members. Council was asked to consider a plan to extend the sessions to those who were unable to attend the live delivery. Consensus of Council is to make the sessions available for Council members to view on their own time. Once formatted, links to view the sessions will be circulated to 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. May 13, 2024
 - b. Annual General Meeting – May 14, 2024
 - c. Special General Meeting – May 14, 2024
- 2.3. Operations Report
- 2.4. Committee Reports
 - a. Executive Committee
 - b. Finance Committee
 - e. Board of Examiners
 - f. Complaints Committee
 - g. Discipline Committee
 - m. Pharmacy Technician Regulatory Issues Ad-Hoc Committee
 - n. Quality Prescribing Working Group
- 2.6. For Information
 - a. Time-Delayed Safes – Public Awareness Campaign

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

- 3.1. Operations Report

3.0. Items for Discussion

3.1. Operations Report

The new NAPRA Compounding Standards Working Group, established to support the overall development, revision and updating of the current NAPRA model compounding standards and guidance document, was discussed. Council requested clarification on the move to more outcomes-based standards for compounding.

4.0. Standing Items

4.1. Results of Council Evaluations from May 13, 2024

Council member evaluations from the May 13, 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

The Registrar & CEO acknowledged the recent Free Press article and the efforts of staff in the Time-Delayed Safes communications campaign.

Moved to agenda item 5.1. Presentation from Pharmacists Manitoba on Pharmacist Led Clinics. G. Romanetz, D. Murphy, T. Smith and J. Butler joined the meeting at 9:30 am.

5.1. Presentation from Pharmacists Manitoba on Pharmacist Led Clinics

Guests from Pharmacists Manitoba shared an overview of the Pharmacy Access to Care (PAC) pilot program and outcomes in other provinces that have implemented similar programs. The PAC program will be piloted through 10 pharmacist-led clinics providing chronic disease management, prescribing for minor ailments, drug and vaccine administration and point-of-care testing, with the aim to reduce emergency department visits. Sites will be selected through assessment of environmental factors (populations, socio-economic, access to urgent/emergency care) and site alignment and readiness. Pharmacists Manitoba is requesting support from the CPhM in regulatory changes required to implement the PAC pilot program and future development of related standards of practice, with anticipated implementation in early 2025.

P. Sidhu left the meeting at 10:00 am.

Council provided the following feedback on the PAC Pilot Program:

- In favour of the program as a means to address access to care issues.
- Concern that corporate pressures could interfere with patient care. Preference should not be given to corporate pharmacies and patient safety must be the priority. Patient care metrics, or key performance indicators, should be explored.

P. Sidhu joined the meeting at 10:24 am.

G. Romanetz, D. Murphy, T. Smith and J. Butler left the meeting at 10:26 am.

Returned to agenda item 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 May 13, 2024, meeting was circulated in advance of the meeting for information.

b. National Association of Pharmacy Regulatory Authorities (NAPRA)

A summary of issues discussed at the May 7 & 8, 2024, NAPRA Annual Meeting of Members and Board Meeting was circulated in advance of the meeting, including information on work to modernize the National Drug Schedules and bring pseudoephedrine and ephedrine products under the purview of Health Canada and Health Canada updating its outdated regulations for controlled substances, with the Canada Gazette 1 publication on March 31, 2024. NAPRA is calling on the federal government to designate pharmacists as practitioners/prescribers of controlled substances, with no restrictions, to allow each province and territory to dictate the permitted activities within their jurisdiction based on their respective needs.

c. Government Update

A summary of issues discussed at recent meetings with the Deputy Minister and Executive Director of the Legislative Unit was circulated in advance of the meeting for information. Correspondence sent to Minister Asagwara from the CPhM, Pharmacists Manitoba, and Canadian Society of Hospital Pharmacists – Manitoba Branch regarding pharmacist access to the provincial *eChart* platform was included.

d. 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.

e. 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 considered their continued dedication to a 2-year cultural safety action plan at the last meeting on May 13, 2024. As cultural safety and DEIBA is still a goal of Council, staff are considering what actions are appropriate and within scope for a regulator and what actions can be incorporated into the operational plan for the next strategic planning period.

f. Strategic Plan Priority III – Pharmacy Manager Training Program Update

At the February 27, 2023, meeting, Council approved directions on a number of components in the development of a CPhM established Pharmacy Manager Training program, mandatory for every pharmacy manager. A summary of directives and update on program development was circulated in advance of the meeting for information. Work on the second facility/non-community specific pharmacy module is anticipated to begin in Q4 2024, upon identification and engagement with an appropriate subject matter expert.

g. Strategic Plan Priority II – Standards of Practice Review

Findings from the review of current internal processes related to standards of practice review and development, with consideration to diversity, equity and inclusion, and related jurisdictional scan of other provincial pharmacy regulators was circulated in advance of the meeting.

Consensus of Council is to approve the following recommendations based on the findings of the review:

1. That the Professional Practice Committee lead a prioritization review exercise and sets a 3-year plan (reviewed annually) of what standards to revise or develop in alignment with the CPhM strategic plan.
2. That CPhM staff lead the revision and/or development of standards as a best practice (in future this may require additional staff resources but can be managed via contract and current staff now).
3. That practice directions be treated as “evergreen” i.e., no “required” review at certain time intervals. Rather as the prioritization exercise is underway, identification of standards needing review can take place.
4. That Council confirms the proposed process map for standards development.
5. That Council directs the Professional Practice Committee to create a template, language guide, and drafting guidelines for standards for use by staff or contractors to ensure consistency.
6. That CPhM as a regulatory body develops broader consultation processes with system partners, taking care to ensure participation by partners representing DEIBA populations, for all activities requiring consultation. This includes engagement with system partners during the revision/drafting processes for standards as well as in the consultation process on draft documents.
7. That CPhM reaches out to other health profession regulators in Manitoba through the Manitoba Alliance of Health Regulatory Colleges to propose joint work to develop a model or guidelines for a culturally safe standard of practice.

- h. Strategic Plan Priority III – Background & Position on Pharmacy Inducements & Loyalty Programs

The Background & Position Paper on Pharmacy Inducements & Loyalty Programs was circulated in advance of the meeting for information.

- i. 2025-2028 Operational Plan

Following previous approval by Council of the 2025-2028 Strategic Plan, an overview of the strategic priorities and related tactics, operational objectives, key success factors, key performance indicators and budget implications/proposed associated costs was circulated in advance of the meeting for consideration.

Moved to agenda item 6.1.b. Request for Council Exemption.

Consensus of Council is to move to a closed session at 11:49 am to address 6.1.b. Request for Council Exemption, with K. Hamilton, R. Chatterjee-Mehta, K. Chaboyer, A. Andrushak & L. Henderson in attendance for the closed session.

Council deliberated on B. Mitchell's declared conflict-of-interest with this agenda item and agreed B. Mitchell may stay for discussion and participate in any decision related to this agenda item.

K. McIntosh, L. McKietruk, B. Booker, A. Janes, C. Louizos, & M. Shaker left the meeting at 11:49 am. A party representing the request for exemption joined the meeting virtually at 11:50 am. The presenting party left the meeting at 12:05 pm.

Council deliberated on the request.
Consensus of Council is to rise from the closed session at 12:47 pm.

K. McIntosh, L. McKietruk, B. Booker & M. Shaker joined the meeting at 12:47 pm.

The following decision was reported from the closed session:

MOTION 52/24 (K. Hunter/D. Forbes)

To deny the request as proposed and request further options that take into account all limitations of federal and provincial legislation, and emphasize that CPhM wants to work towards a solution that ensures ongoing access to care in all communities.

CARRIED

Moved to agenda item 4.2.j. Council Forum – Artificial Intelligence in Healthcare & Implications for Pharmacy Practice.

M. Mamdani joined the meeting at 1:04 pm.

4.2.j. Council Forum - Artificial Intelligence in Healthcare & Implications for Pharmacy Practice

M. Mamdani of Unity Health Toronto provided a presentation on Artificial Intelligence in Healthcare & Implications for Pharmacy Practice.

P. Sidhu left the meeting at 2:00 pm.

Returned to agenda item 4.2.i. 2025-2028 Operational Plan

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Council continued review of the proposed strategic priorities of the 2025-2028 Operational Plan.

Moved to agenda item 5.7. Regulatory Mall.

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Proposal for several member colleges of the Manitoba Alliance of Health Regulatory Colleges (MAHRC), including the College of Registered Nurses of Manitoba (CRNM) and CPhM, to develop a “regulatory mall” as a shared space, and potential benefits and risks to consider were circulated in advance of the meeting for consideration. Consensus of Council is move forward with the concept in principle, and for staff to obtain a consultant evaluation for future consideration of Council.

C. MacDonald left the meeting at 2:30 pm.

Returned to agenda item 4.2.i. 2025-2028 Operational Plan

4.2.i. 2025-2028 Operational Plan

Council continued review of the proposed strategic priorities of the 2025-2028 Operational Plan.

C. Louizos joined the meeting at 2:34 pm.

A. Janes joined the meeting at 2:40 pm.

Consensus of Council is support in principle of the Operations Plan to support 2025-2028 Strategic Plan and preliminary associated budget considerations and projected costs.

5.0. Business Arising/New Business

5.2. Motion from the Floor at Annual General Meeting

At the Annual General Meeting (AGM) on May 14, 2024, a member brought forward a motion that the CPhM work to re-instate member voting for pharmacist representatives on Council, reversing the system of appointments instituted in 2024, to be in place for 2025. A vote was taken and as per the rules of order, the matter is now referred to Council for consideration and decision.

Consensus of Council is to take no further action. Based on the work of the former Governance Committee in preparing the bylaw package approved by Council in February 2024, regulatory best practice indicates that selecting council members through a process of accepting applications and making appointments to council is preferred. Council supports a more rigorous communication and education strategy to inform registrants of the strengths and benefits of the appointments selection process in order to promote better understanding of good governance concepts for regulators.

5.3. Committee Appointments

Council reviews the roster of committee appointments on an annual basis and makes appointments as necessary, based on recommendations from Executive Committee. Executive Committee’s recommendations for committee appointments were circulated in advance of the

meeting.

Consensus of Council is to accept the following recommendations of Executive Committee for committee appointments for a two-year term, ending in June 2026 (unless otherwise indicated):

Discipline Committee

- Glenda Marsh reappointed as Chair
- Martha Mikulak reappointed as Vice-Chair
- Eddie Ahoff, Jenny Luc, Zahid Zehri and Carol Davis reappointed as Pharmacist Members
- Luba Fedorkiw and Alex Lytwyn reappointed as Public Representatives
- Natalie Thickson appointed as a Former Member
- Amandeep Dhanoa appointed as a Pharmacist Member

Complaints Committee

- Shannon Trapp reappointed as Chair
- George Kolomaya reappointed as a Public Representative

Board of Examiners

- Brenda Rosenthal appointed as Chair
- Kathy Hunter appointed as a Member of Council

Dispensing Practitioners Committee

- Rani Chatterjee-Mehta and Chris Louizos reappointed as members

Extended Practice Pharmacists (EPPh) Advisory Committee

- Ashley Walus and Jamison Falk reappointed as Pharmacist Members
- Amanda Andreas reappointed as a Public Representative
- Dr. Anna Ziomek and Dr. Brent Kvern reappointed as CPSM Representatives
- Deb Elias and Coralie Buhler reappointed as CRNM Representatives
- Brenda Rosenthal appointed as a Pharmacist Member

Finance Committee

- Kathy Hunter appointed as Chair
- Brendon Mitchell appointed as the Council Member
- Christie Atkinson appointed as the Registrant not on Council and Pharmacy Technician Member
- Liz Reimer appointed as the Public Representative appointed by the Minister

Quality Assurance Committee

- Anu Okunnu reappointed as Chair
- Pat Trozzo, Brendon Mitchell, Mina Mikhail and Pawandeep Sidhu appointed as the Pharmacist Members
- Kristal Medal, Cecile Ngai and Christie Atkinson appointed as the Pharmacy Technician Members

Professional Practice Committee

- Rizwan Ahmed appointed as Chair
- Teryl Moore, Robin Hidlebaugh and Schalk Strydom appointed as the Pharmacist Members
- Shelley Tshiovo and Chantal MacDonald appointed as the Pharmacy Technician

Members

Pharmacy Examining Board of Canada (PEBC) Representative

- To recommend that PEBC accept Pawandeep Sidhu as the CPhM Representative for a three-year term (until June 2027).

5.4. Policy Review & Development

i. Terms of Reference – Statutory Committees

Draft Terms of Reference for Statutory Committees, as reviewed and recommended by Executive Committee, were circulated in advance of the meeting for consideration.

Consensus of Council is to approve the following documents as circulated:

1. Board of Examiners Terms of Reference
2. Complaints Committee Terms of Reference
3. Discipline Committee Terms of Reference
4. Dispensing Practitioners' Advisory Committee Terms of Reference
5. Extended Practice Advisory Committee Terms of Reference

ii. Council & Committee Remuneration

Following review by Executive Committee and Council of a suite of Financial Directives policies and procedures, including reimbursement for travel expenses as well as honoraria for Council and committee members, Council requested further information on the rates and policies surrounding remuneration for other pharmacy regulatory authorities (PRAs) across Canada prior to approving the proposed honoraria. At its most recent meeting, Executive Committee reviewed an environmental scan of PRAs which revealed that Council and committee remuneration varies widely across the provinces. This information and estimated remuneration for all Council and committees based on frequency of meetings was circulated in advance of the meeting for consideration.

MOTION 53/24 (K. Hunter/D. Forbes)

To approve increase Council & Committee remuneration from \$375/full day to \$400/full day, to compensate for preparatory time without adding to administrative burden, effective immediately.

Opposed: 1 (B. Mitchell)

CARRIED

iii. Signing Authorities

A draft Council Governance Policy GPXX: Signing Authorities, as reviewed and recommended by Executive Committee, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve Council Governance Policy GPXX: Signing Authorities as circulated.

iv. Code of Conduct

A draft Code of Conduct for Council Members and Committee Members, as reviewed and recommended by Executive Committee, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve Code of Conduct for Council Members and Committee Members as circulated.

5.5. Training & Education for Council & Committees

In its role to oversee matter related to the committees of the CPhM, Executive Committee is responsible for Council and committee education, and suggestions offered by Executive Committee as initial steps to assist Council, committee chairs and committee members in acquiring and maintaining the background knowledge, skills, and competencies required to serve effectively in their roles were circulated in advance of the meeting for consideration. Suggestions brought forward by Executive Committee include mentorship for new Council members, Council member attendance at Canadian Network of Agencies of Regulation (CNAR) and the Council on Licensure, Enforcement and Regulation (CLEAR) conferences, training for chairs of committees and collaboration with MAHRC members on training materials.

Consensus of Council is to approve the following recommendations of Executive Committee:

1. Allocating resources in the 2025 Annual Budget to allow the Council Chair and other Council members to attend in-person conferences in 2025.
2. Allocating resources in the 2025 Annual Budget to support development of internal training materials for Council and committees. In the meantime, staff will begin work to revise some materials to assist committee chairs in conducting meetings. Training for committee chairs will be a mandatory requirement following development of such materials.

D. Forbes left the meeting at 3:22 pm.

5.6. EPPH Consultation Review Ad-hoc Committee – Final Recommendations

The EPPH Consultation Review Ad-Hoc Committee had its final meeting in April 2024. The Board of Examiners reviewed the Ad-Hoc Committee's remaining recommendations and supported that they be considered by Council. All outstanding recommendations from the Committee to be considered by Council and supporting information was circulated in advance of the meeting for consideration.

B. Mitchell left the meeting at 3:25 pm.

A. Jenkyns left the meeting at 3:27 pm.

B. Mitchell & A. Jenkyns joined the meeting at 3:30 pm.

Consensus of Council is to approve the following recommendations of EPPH Consultation Review Ad-Hoc Committee, supported by the Board of Examiners:

1. That the proposed Extended Practice Pharmacist (EPPH) Quality Assurance program not be implemented as previously approved (but still continue the learning portfolio review that is done for all pharmacists) and instead have EPPHs participate in a Quality Assurance program that will be developed for all prescribing pharmacists, and this be

- communicated to all current and prospective EPPhs.
2. That all Extended Practice Pharmacists (EPPhs) must complete, at a minimum, the professional development requirements outlined in legislation - a minimum of 15 non-accredited or accredited professional development hours/CEU related to their specialty annually, from Nov 1st to Oct 31st of each year. All EPPhs must maintain continued certification of their specialty/qualification program, if applicable.
 3. That Council support the reinterpretation and broadening of the definition of “collaborative practice” in section 1 of the Pharmaceutical Regulation as it applies to EPPhs, which is currently interpreted to require the support of individual physicians/nurse practitioners of an EPPh’s application.
 4. That eChart Manitoba, or access to comparable patient electronic records that contain similar or more information, be the minimum requirement for access to patient records for all EPPh applicants.
 5. That CPhM revisit with government and other system partners the cost associated with eChart for community pharmacies and whether this can be waived.
 6. That the process outlined for lab test ordering and interpretation for outpatients in the Pharmaceutical Regulation be revamped when regulatory changes are possible.
 7. That CPhM revisit with government and other system partners that lab tests ordered by Manitoba pharmacists be considered a publicly covered benefit.
 8. Explore other models for advanced prescribing not tied to a specialty, in preparation for when CPhM falls under the Regulated Health Professions Act (RHPA). Should regulatory changes be possible before then, but a full overhaul not possible, align all specialty practice hour requirements to be 1,000 hours within 2 years.

As well, the Board of Examiners reflected on Council’s previous motion regarding EPPh renewal fees and recognizes the renewal fee is a barrier that should be further explored when the fee schedule is being reviewed in preparation for the 2025 budget.

6.0. In-Camera/Closed Session of Council

6.1.a. Update on Council Exemption

Council determined that information circulated in advance of the meeting be accepted for information. No discussion is required.

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: Friday, September 27, 2024

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

7.2. Adjourn

MOTION 54/24

(A. Doell)

To adjourn the meeting at 3:44 pm.