



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Friday, June 17th, 2022
9:00 a.m. to 4:30 p.m.

COUNCILORS

Jane Lamont, President

Ryan Buffie, Vice President

Jennifer Ludwig, Executive Treasurer

Wendy Clark, Past President

Amanda Andreas, Public Representative

Don Himbeault, Public Representative

Donna Forbes, Public Representative

Elizabeth Reimer, Public Representative *(joined at 10:10 am)*

Alanna Doell, Pharmacist *(joined at 9:03 am)*

Brendon Mitchell, Pharmacist *(joined at 1:00 pm)*

Kristine Petrasko, Pharmacist

Sonal Purohit, Pharmacist *(joined at 1:08 pm)*

LIAISONS TO COUNCIL

Stephen Jackson, Pharmacy Technician Liaison

Tanjit Nagra, Pharmacists Manitoba Liaison *(joined at 9:10 am)*

Olena Serwylo, CSHP-Manitoba Branch Liaison to Council *(joined at 9:02 am)*

COLLEGE STAFF

Susan Lessard-Friesen, Registrar

Rani Chatterjee-Mehta, Deputy Registrar

Lori McKietruk, Director of Operations

Kim McIntosh, Assistant Registrar, Qualifications and Practice Development

Chris Louizos, Assistant Registrar, Quality Assurance & Field Operations

Brent Booker, Assistant Registrar, Review & Resolution *(joined at 9:03 am)*

Kevin Chaboyer, Quality Assurance and Field Officer

Meret Shaker, Practice Consultant *(joined at 9:03 am)*

Lindsay Henderson, Executive Assistant

Rachel Carlson, Communications Specialist *(joined at 9:25 am)*

REGRETS

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

Tory Crawford, Public Representative

Drupad Joshi, Pharmacist

Michelle Baier, College of Pharmacy Student Liaison

1. Call to Order

a. Welcome & Introductions

President J. Lamont convened the meeting at 9:01 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.

O. Serwylo joined the meeting at 9:01 am.

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. None were declared.

B. Booker joined the meeting at 9:03 am.

2. Additions to Agenda & Approval of Agenda

MOTION 86/22 (R. Buffie/J. Ludwig)
To approve the agenda as circulated.

CARRIED

A. Doell & M. Shaker joined the meeting at 9:03 am.

3. Regulatory Trends & Readings

a. President’s Remarks

J. Lamont provided opening remarks to Council and thanked S. Jackson for his term as Pharmacy Technician Liaison to Council, acknowledging the position is up for re-appointment.

b. Resources to Enhance Meeting Procedure

Resources to help new and returning Council members enhance their understanding of general meeting conduct and procedure for regulators were circulated in advance of the meeting and discussed.

c. Right-Touch Regulation and Risk-Based Decision-Making

In follow-up to the Council education sessions, facilitated by Mr. Bruce Matthews, where Council was provided with an overview of the principles of Right-Touch Regulation and encouraged to use a risk-based approach to determine what issues a regulator should give priority and resources to, the Risk-Based Decision-Making Flow Chart referenced in the sessions was circulated in advance of the meeting. Council discussed the flow chart and consensus from Council is to adopt as a tool to aid in decision-making.

4. Discuss Results of Council Evaluations from 6th May 2022

Council reviewed the member evaluations from the May 6, 2022, meeting. President J. Lamont thanked Council members for providing feedback, in particular the comments regarding meeting logistics and a focus on strategic leadership over administrative details.

5. Approval of Meeting Minutes & Motions

a. 6th May 2022 Meeting Minutes

MOTION 87/22 (J. Ludwig/D. Himbeault)

To approve the Minutes of the May 6, 2022, Council meeting as circulated.

CARRIED

b. 7th May 2022 Annual General Meeting (AGM) Minutes

MOTION 88/22 (J. Ludwig/R. Buffie)

To approve the draft Minutes of the 2022 Annual General Meeting (AGM), held Saturday, May 7, 2022, for presentation to registrants at the next AGM, to be held in the spring 2023.

CARRIED

c. 7th May 2022 Special Meeting of Council Minutes

MOTION 89/22 (A. Doell/D. Himbeault)

To approve the Minutes of the May 7, 2022, Special Meeting of Council as circulated.

CARRIED

6. Business Arising

A summary of business arising from the minutes of the May 6, 2022, Council meeting was circulated in advance of the meeting for information.

7. Strategic Plan Update

This item is deferred, as Council received an update on the Strategic Plan at the recent Council education sessions.

R. Carlson joined the meeting at 9:25 am.

8. Operations Update

a. Operations Report

The Operations Report was circulated to Council in advance of the meeting for information and a verbal update was provided. In-person facility inspections are underway, with a focus on post-opening inspections. An update was provided on initiatives of various Manitoba Alliance of Health Regulatory Colleges (MAHRC) working groups (WG) with CPhM participation, including progress on the “Health Equity and Cultural Humility: An Introduction for Health Professionals in Manitoba” module by the MAHRC Continuing Competency WG and collaboration between WRHA Indigenous Health and the MAHRC Building Cultural Safety for Indigenous Persons WG. Issues and repairs to the lower level of Pharmacy House were also discussed.

b. Safety IQ Report

The Safety IQ Report, including data on community pharmacy engagement with the Safety IQ program in Manitoba, was circulated to Council in advance of the meeting for information and a verbal update was provided. The new format of reporting now includes data on rate of reporting and number of medication incidents versus near miss events. The data will be distributed to all Manitoba pharmacists in Summer 2022 as part of a safety brief publication.

R. Carlson left the meeting at 9:51 am.

9. Committee Reports

a. Executive Committee

President J. Lamont turned the Chair over to Vice-President R. Buffie.

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

MOTION 90/22

(K. Petrasko/D. Forbes)

To accept the Executive Committee Report to Council for information.

CARRIED

i. Proposed Amendments – Regulatory Improvements

A verbal update was provided on the proposed regulatory improvements, including the request for a follow-up meeting with the Honourable Audrey Gordon, Minister of Health. An update was also provided on discussions with Manitoba Health regarding expanding the prescriptive authority of pharmacists and legislative amendments to allow for the administration of publicly funded vaccinations, including the COVID-19 vaccine, to certain age groups of children under seven without the need for a ministerial order.

ii. COVID-19 Vaccinations by Pharmacists

A verbal update was provided on COVID-19 vaccinations by pharmacists, including efforts to improve communication between the CPhM and Public Health, Shared Health and other

government departments since dissolution of the Vaccine Implementation Task Force.

- iii. NAPRA Annual Meeting of Members – Facilitated Discussion on NAPRA’s Value Proposition

Members of CPhM staff and then President W. Clark attended the facilitated discussion on NAPRA’s Value to its Members at the NAPRA Annual Meeting of Members on May 12, 2022. Responses brought forward at the meeting from leaders of provincial/territorial regulatory authorities in discussion about NAPRA’s value to them presently and in the future were circulated to Council in advance of the meeting. Council was encouraged to direct any additional feedback to CPhM staff.

E. Reimer joined the meeting at 10:10 am.

- iv. Correspondence to CPhM - Comments on *Position Statement: Virtual Patient Care and Ensuring Patient Safety in Pharmacy Practice*

Correspondence to the CPhM with comments on the *Position Statement: Virtual Patient Care and Ensuring Patient Safety in Pharmacy Practice* and correspondence from the CPhM in response requesting a meeting to discuss further were circulated in advance of the meeting for information.

- v. Correspondence to CPhM – Request to Review and Update *Joint Practice Statement: Rural, Remote and Underserved Populations: Access to Prescribed Medications*

Correspondence to the CPhM in request to review and update the *Joint Practice Statement: Rural, Remote and Underserved Populations: Access to Prescribed Medications* and the proposed initial plan by Executive Committee to address the concerns were circulated in advance of the meeting for information.

- vi. Correspondence to CPhM – Comments on *CPhM Strategic Plan Framework 2021-2024*

Correspondence to the CPhM with comments on the *CPhM Strategic Plan Framework 2021-2024* and initial response from the CPhM were circulated in advance of the meeting for information. An ad-hoc committee, comprised of some members of Executive Committee, will discuss stakeholder engagement, consultation processes and update information and resources in the area of inducement/loyalty programs to support development of a plan to address strategic priority III.

A. Andreas left the meeting at 10:24 am.

W. Clark left the meeting at 10:27 am.

- vii. Report from Fair Registration Practices Office of the Government of Manitoba

The CPhM Registration Data Report from the Manitoba Fair Registration Practices Office was circulated in advance of the meeting and a verbal outline of the report, highlighting key areas of interest, was provided.

- vii. Council & Committees Orientation Manual

A verbal update on the work towards launch of the new Council & Committees Orientation Manual was provided to Council.

- viii. CPSM Prescribing Rules Working Group & M3P Reform

Information regarding the Prescribing Rules Review Working Group (WG), an initiative brought forward by the College of Physicians and Surgeons of Manitoba (CPSM) Council, was circulated in advance of the meeting. The WG consists of representatives from staff and councils of CPhM, CPSM and the College of Registered Nurses of Manitoba (CRNM), including public representatives. Agenda items currently before the WG were reviewed by Council, including consideration of methods to revamp/reform the Manitoba Prescribing Practice Program (M3P) and discussions on full provincial implementation of the Federal Subsection 56(1) exemptions.

A. Andreas joined the meeting at 10:40 am.

x. Pharmacy Technicians – Regulation and Licensure

Information regarding potential regulation and licensure of pharmacy technicians, including current limitations of *The Pharmaceutical Act* and Regulation, was circulated in advance of the meeting. A summary of issues and concerns regarding pharmacy technicians, including their desire to be fully regulated and licensed in Manitoba and to expand the roles of pharmacy technicians to match what is being done in other provinces, as well as recommendations from Executive Committee to begin developing plans to better address these concerns were discussed.

MOTION 91/22 (J. Ludwig/K. Petrasko)

To request information from the Saskatchewan College of Pharmacy Professionals (SCPP) regarding the implementation of registration and licensure of pharmacy technicians in Saskatchewan, including any successes or issues that the CPhM should consider.

CARRIED

MOTION 92/22 (J. Ludwig/A. Doell)

To create an ad-hoc committee to examine the issues and concerns brought forward by pharmacy technicians.

CARRIED

Draft Terms of Reference will be presented to Executive Committee for consideration at their next meeting.

xi. Committee Appointments

MOTION 93/22 (K. Petrasko/J. Ludwig)

To reappoint the following individuals to the Discipline Committee for a two-year term:

- Ms. Britt Kural
- Mr. Eddie Ahoff
- Ms. Jenny Luc
- Mr. Zahid Zehri
- Dr. Nicholas Honcharik
- Ms. Luba Fedorkiw

Mr. Ron Corrigan is reappointed until his term expires in December 2023.

CARRIED

MOTION 94/22 (D. Forbes/K. Petrasko)

To appoint Ms. Carol Davis to the Discipline Committee for a two-year term.

CARRIED

MOTION 95/22 (D. Forbes/K. Petrasko)

To reappoint Ms. Brenda Rosenthal to the Board of Examiners for a two-year term.

CARRIED

MOTION 96/22 (J. Ludwig/K. Petrasko)

To reappoint Ms. Rani Chatterjee-Mehta, Chair, and Dr. Chris Louizos to the Dispensing Practitioners Committee for a two-year term.

CARRIED

MOTION 97/22 (K. Petrasko/J. Ludwig)

To reappoint the following individuals to the Extended Practice Advisory Committee for a two-year term:

- Dr. Robert Ariano, Chair
- Ms. Ashley Walus
- Mr. Jamieson Falk
- Ms. Amanda Andreas
- Dr. Anna Ziomek, CPSM
- Dr. Brent Kvern, CPSM

CARRIED

MOTION 98/22 (D. Forbes/A. Andreas)

To reappoint the following individuals to the Awards & Nominating Committee for a two-year term:

- Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy
- Ms. Leann McCannel
- The Acting CSHP Liaison to Council
- Mr. Grant Lawson
- Mr. Ronald Guse
- Ms. Glenda Marsh
- Ms. Jennifer Ludwig

As Past President, Ms. Wendy Clark will serve as the ex-officio Chair.

Abstentions: 1 (J. Ludwig)

CARRIED

MOTION 99/22 (K. Petrasko/D. Himbeault)

To reappoint the following individuals to the Finance & Risk Management Committee for a two-year term:

- Ms. Carol Davis
- Mr. Bill Eamer

As Executive Treasurer, Ms. Jennifer Ludwig will serve as the ex-officio Chair.

Abstentions: 1 (J. Ludwig)

CARRIED

MOTION 100/22 (J. Ludwig/K. Petrasko)

To reappoint Ms. Carol Davis to the Audit Committee for a two-year term.

CARRIED

MOTION 101/22 (J. Ludwig/D. Forbes)

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

CARRIED

MOTION 102/22 (K. Petrasko/D. Forbes)

To reappoint the following individuals to the Governance Committee for a two-year term:

- Mr. Gary Cavanagh
- Ms. Jennifer Ludwig
- Ms. Glenda Marsh
- Mr. Donald Himbeault
- Ms. Amanda Andreas

Ms. Wendy Clark is appointed as Chair for a two-year term.

CARRIED

MOTION 103/22 (A. Andreas/K. Petrasko)

To reappoint Ms. Cenzina Caligiuri as Chair of the Quality Assurance Committee for a two-year term.

CARRIED

MOTION 104/22 (K. Petrasko/D. Forbes)

To reappoint Ms. Cenzina Caligiuri as Chair of the Quality Assurance Committee for a two-year term.

CARRIED

MOTION 104/22 (K. Petrasko/D. Forbes)

To appoint Mr. Brendon Mitchell as Chair of the Professional Development Division of the Quality Assurance Committee for a two-year term

CARRIED

MOTION 105/22 (K. Petrasko/D. Forbes)

To reappoint Ms. Jennifer Ludwig as Chair of the Safety IQ Advisory Committee for a two-year term.

Abstentions: 1 (J. Ludwig)

CARRIED

MOTION 106/22 (D. Forbes/K. Petrasko)

To appoint Mr. Tim Smith to the Standards of Practice Division of the Quality Assurance Committee for a one-year term.

CARRIED

MOTION 107/22 (J. Lamont/D. Himbeault)

That Council move to a closed session at 12:05 pm, with the following AGENDA:

- 9.a.xii. Update on Legal Matters – In-Camera
- 9.b. Executive Search Committee – Council only

CARRIED

Council rose from the closed session at 12:28 pm and resumes the general meeting of Council.

R. Buffie returned the Chair to J. Lamont.

A. Doell & T. Nagra left the meeting at 12:30 pm.

B. Mitchell joined the meeting at 12:30 pm.

c. Finance & Risk Management Committee

There is no report from the Finance & Risk Management Committee, as it has not met since the last report to Council. Information regarding changes to the committee's composition and development of the initial draft of the 2023 annual budget was circulated in advance of the meeting for information.

i. Financial Report and Monitoring

The 2022 Q1 summarized financial report, with quarterly actuals and variance, and annual budget as of March 31, 2022, was circulated in advance of the meeting for information.

MOTION 108/22 (J. Ludwig/K. Petrasko)

To accept the summarized financial report and budget summary for information

CARRIED

A. Doell joined the meeting at 1:04 pm.

d. 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 has 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 109/22 (R. Buffie/J. Ludwig)

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

CARRIED

*T. Nagra joined the meeting at 1:06 pm.
S. Purohit joined the meeting at 1:08 pm.
R. Buffie left the meeting at 1:10 pm.*

e. Governance Committee

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

f. Board of Examiners

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

MOTION 110/22 (D. Himbeault/A. Doell)

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

CARRIED

The Board of Examiners recommended that Council approve updates to the pharmacy technician return to practice requirements to align with the updated return to practice policy and recent Council motion for pharmacists, with adaptations made to align with the legislation and current pharmacy technician listing requirements.

MOTION 111/22 (K. Petrasko /D. Himbeault)

A pharmacy technician who has been absent from practice for **less than three years** and has not met the 600-hour practice requirement and has completed some pharmacy technician practice hours:

- A pharmacy technician that is short of the 600-hour practice requirement may be listed with the condition they must practice under the direct supervision of a member until the 600-hour requirement is met.

A pharmacy technician that has **not been listed in the previous three listing years (or not completed any pharmacy technician hours in the past three years) and not more than six years**, prior to the year of application, must:

- Successfully complete 240 hours of structured practical training under the direct supervision of a supervisor, and
- Complete the online Pharmacy Law Modules and view any annual mandatory professional development module that is available since they were last in practice, and
- Successfully complete a jurisprudence examination and,
- Complete three times the amount of professional development as required for pharmacy technicians as approved by Council.

A pharmacy technician that has **not been listed for more than six years**, prior to the year of application must:

- Successfully complete the PEBC Part I (MCQ) OR any other professional development deemed necessary by the Registrar, and
- Successfully complete the Pharmacy Examining Board of Canada (PEBC) Qualifying Exam Part II (OSPE), and
- Successfully complete 240 hours of structured practical training under the direct supervision of a supervisor, and
- Complete the online Pharmacy Law Modules and view any mandatory professional development module that is available since they were last in practice, and,
- Successfully complete a jurisprudence examination.

The Registrar and/or the Board of Examiners retain the authority to consider each individual application on its own merits and to exercise discretion in setting additional conditions of that applicant, based on the individual particulars of that application.

CARRIED

R. Buffie joined the meeting at 1:15 pm.

g. Complaints Committee

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

MOTION 112/22

(K. Petrasko/A. Doell)

To accept the Complaints Committee Report to Council for information.

CARRIED

h. Discipline Committee

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

MOTION 113/22

(K. Petrasko/J. Ludwig)

To accept the Discipline Committee Report to Council for information.

CARRIED

i. Awards & Nominating Committee

The Awards & Nominating Committee has not met since its last report to Council.

j. Audit Committee

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

k. Extended Practice Advisory Committee

The Extended Practice Advisory Committee has not met since its last report to Council.

l. Safety IQ Advisory Committee

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

MOTION 114/22

(J. Ludwig/K. Petrasko)

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

CARRIED

11. Unfinished Business

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

This matter is deferred to a future meeting of Council.

- b. Federal Subsection 56(1) Exemption

This matter is deferred to a future meeting of Council.

- c. COVID-19 RADTs by Pharmacists

This matter is deferred to a future meeting of Council.

- d. Professional Liability Insurance

This matter is deferred to a future meeting of Council.

- e. Options for Modernization of the Clinical Practice Pharmacy Licensing Category

In follow-up to the motion passed at the last Council meeting on May 6, 2022, regarding exploring regulatory amendments to modernize the licensure of clinical practice pharmacies (CPP) to reduce patient risk, including allowing the distribution of medications for emergency purposes through CPPs, information was circulated in advance of the meeting. Background information regarding the query of whether a CPP is permitted to distribute Take Home Naloxone Kits (THNK) for opioid overdose, licensure of CPPs in Manitoba and environmental scan of parallel licensing categories in other pharmacy regulatory authority jurisdictions was included. Council reviewed several options for changes to modernize this licensing category possible under the current provincial legislation, and permit the distribution of medications for emergency purposes, such as naloxone, through a CPP.

A. Andreas left the meeting at 1:34 pm.

A. Andreas joined the meeting at 1:50 pm.

MOTION 115/22

(J. Ludwig/R. Buffie)

That the consultation and development process steps for the draft Regulation amendment permitting the distribution of naloxone through a Clinical Practice Pharmacy be initiated sequentially, including the acquirement of a legal opinion. The Standards of Practice Division of the Quality Assurance Committee will be tasked with reviewing the Clinical Practice Pharmacy Practice Direction and make recommendations to Council on how best to modernize the practice direction.

CARRIED

11. New Business

Various New Business items were address in the Executive Committee report.

12. Liaison Reports

MOTION 116/22 (K. Petrasko/J. Ludwig)

To accept all liaison reports for information.

CARRIED

a. Pharmacy Examining Board of Canada (PEBC)

The PEBC report was circulated in advance of the meeting.

b. University of Manitoba College of Pharmacy

The University of Manitoba College of Pharmacy report was circulated in advance of the meeting.

c. Canadian Society of Hospital Pharmacists (CSHP) – Manitoba Branch

The CSHP – Manitoba Branch report was circulated in advance of the meeting and a verbal update was provided.

d. College of Pharmacy Student

No report was provided.

e. Pharmacists Manitoba

A verbal report was provided from Pharmacists Manitoba.

f. Pharmacy Technician

No report was provided.

g. National Association of Pharmacy Regulatory Authorities (NAPRA)

The NAPRA report was addressed in the Executive Committee report.

13. Correspondence – On-Board

No items to report to Council.

14. In-camera

Council determined no in-camera session was required at this time.

15. Council Evaluation

Council members were asked to complete an on-line evaluation following the meeting.

16. Next Meeting

The next regular meeting of Council is scheduled for:

DATE: Monday, September 26, 2022

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

17. Meeting Adjournment

MOTION 117/22

(J. Lamont)

To adjourn the meeting at 2:12 pm.