



College of Pharmacists of Manitoba

200 Taché Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: info@cphm.ca | Website: www.cphm.ca

MINUTES

Meeting of Council
Monday, September 25th, 2023
9:00 a.m. to 4:30 p.m.

COUNCILORS

Jane Lamont, President
Ryan Buffie, Vice President (*virtual*)
Wendy Clark, Past President (*joined at 9:05 am*)
Amanda Andreas, Public Representative
Don Himbeault, Public Representative
Donna Forbes, Public Representative
Elizabeth Reimer, Public Representative
Tory Crawford, Public Representative
Alanna Doell, Pharmacist (*virtual*)
Brendon Mitchell, Pharmacist (*joined at 9:45 am*)
Joanne Johnson, Pharmacist
Sonal Purohit, Pharmacist (*virtual*)
Teryl Moore, Pharmacist (*virtual*)
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

LIAISONS TO COUNCIL

Tanjit Nagra, Pharmacists Manitoba Liaison (*virtual, joined at 9:04 am*)
Leah Pritchett, CSHP-Manitoba Branch Liaison to Council (*joined at 9:05 am*)
Cecile Ngai, Pharmacy Technician Liaison
Shaelyn Gustafson, College of Pharmacy Student Liaison (*virtual, joined at 11:47 am*)

COLLEGE STAFF

Kevin Hamilton, Registrar & Chief Executive Officer
Rani Chatterjee-Mehta, Deputy Registrar
Lori McKietruk, Director of Operations
Anne Janes, Director of Policy & Legislation
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, joined at 9:05 am*)
Arleigh Andrushak, Quality Assurance and Field Officer (*virtual*)
Emily Kaminsky, Practice Consultant (*virtual*)
Lindsay Henderson, Executive Assistant

REGRETS

Jennifer Ludwig, Executive Treasurer

1.0. Call to Order

1.1.a. Welcome & Introductions

President J. Lamont convened the meeting at 8:58 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:

- Items related to students and graduates of the College of Pharmacy, University of Manitoba – L. Raman-Wilms. Consensus of Council is if any related items are discussed during the meeting, L. Raman-Wilms’ conflict will be considered at that time.
- 4.3.a. Strat Plan Priority III – Inducements & MDR Strategies – S. Purohit. Consensus of Council is S. Purohit may participate in the discussion on this agenda item.
- 6.1.a. Update on Exemption to Sterile Compounding Deadline – J. Lamont. Consensus of Council is J. Lamont shall refrain from voting or participating in the discussion on this agenda item and will pass the chair to R. Buffie.

T. Nagra, W. Clark, L. Pritchett & K. Chaboyer joined the meeting at 9:07 am.

1.2. President’s Remarks

J. Lamont provided opening remarks to Council, speaking to decision making, accountability and transparency, performance evaluations and fiscal responsibility.

1.3. Regulatory Trends & Readings

Information regarding government-ordered inquiries and related Grey Areas newsletter article from Steinecke Maciura LeBlanc were circulated in advance of the meeting and reviewed by

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. Annual General Meeting - May 2, 2023
 - b. June 26, 2023
 - c. July 26, 2023
 - d. September 7, 2023
 - e. Ratification of Email Motions
- 2.3. Operations Report
- 2.4. Committee Reports
 - a. Executive Committee
 - b. Finance & Risk Management Committee
 - i. Financial Report & Monitoring
 - d. Governance Committee
 - e. Discipline Committee
 - k. Safety IQ Advisory Committee
- 2.5. Liaison Reports
 - c. Canadian Society of Hospital Pharmacists (CSHP)
 - d. College of Pharmacy Student
 - f. Pharmacy Technician
- 2.7. For Information
 - a. Community Pharmacy Security/Patient Safety & Time-Delayed Narcotic Safes
 - b. College of Physicians and Surgeons of Manitoba (CPSM) Public Consultation: Prescribing Requirements
 - c. CCAPP Annual Report

3.0. Items for Discussion

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

3.1. CPSM Public Consultation

Council received a verbal update on the CPSM public consultation on the updated CPSM Standard of Practice on Prescribing Requirements and the updated Joint Statement on Electronic Transmission of Prescriptions, and discussed security measures for text and email transmission of prescriptions. An update was also provided on the CPhM's participation in a task force to reduce physician administrative burden.

Council moved to 5.0. Business Arising/New Business and will return to 4.0. Standing Items later in the meeting.

5.0. Business Arising/New Business

5.1. Governance Committee – New Bylaws Draft

In follow-up to review and consideration of the partial draft bylaw package by Council on July 26, 2023, five additional draft bylaw articles, reviewed and revised by Governance Committee and not yet reviewed by Council, were circulated in advance of the meeting.

1. Article 17.0 Fees
2. Article 18.0 Honorary Membership
3. Article 20.0 Code of Ethics
4. Article 16.0 Registrants
5. Article 7.0 Appointments to Council

Briefing notes were included with further information on:

- proposed Article 16.0 Registrants that sets out classes of registration in an effort to better reflect the current entry-to-practice requirements for pharmacists, establish clarity of the regulatory oversight required for students, and establish pharmacy technicians as a class of registrants (members), and;
- proposed Articles 3.0 Council and 7.0 Appointments to Council (formerly titled “Elections”) that incorporate a competency-based appointment process for all council members who are registrants of the College that has been embraced by Governance Committee and Executive Committee.

B. Mitchell joined the meeting at 9:45 am.

Council was provided a verbal summary of proposed changes within each of the articles and provided the following feedback and decisions.

- 16.11 Rights, Privileges, and Responsibilities of Provisional Registered Pharmacists
 - Consensus of Council is to allow provisional registered pharmacists to serve as an appointed member of any committee of the CPhM, but not to hold the position of chairperson and not to serve on Council.
 - Consensus of Council is to allow provisional registered pharmacists to attend and participate in annual and special general meetings of the CPhM, but not to vote at such meetings.
 - Consensus of Council is to allow non-practicing pharmacists to serve as an appointed member of any committee of the CPhM, but not to hold the position of chairperson and not to serve on Council. Council recommends a clause be added to allow Council to make exceptions of specific or extenuating circumstances, such as short-term leaves, parental leaves, etc., which will be defined through supporting policy.
 - Consensus of Council is to align all decisions regarding Council and committee service for provisional registered and non-practicing pharmacists by also applying for provisional registered and non-practicing pharmacy technicians.
 - Council discussed the proposal that the register of students be eliminated, including considerations to practice directions and expectations, authority and oversight, and the registration of students by other provincial pharmacy regulators and regulators currently under the Manitoba *Regulated Health Professions Act* (RHPA). Consensus of Council is to recommend an internal consultation with the College of Pharmacy, University of Manitoba before circulation of the draft bylaw package for public consultation.
- 3.0 Council
 - Consensus of Council is that with the removal of liaison positions on Council, links to stakeholder groups should be formalized to maintain contact, for example through Joint Executive meetings.

- 7.0 Appointments to Council
 - Consensus of Council is to change 7.21 a. to “practice exclusively outside of Manitoba”.
 - Consensus of Council is that reimbursement policy should cover only reasonable costs and out-of-province travel should be addressed in policy.
 - Consensus of Council is that rationale and educational material on modern regulatory best practices, such as competency-based appointments, be distributed to registrants with the draft bylaw consultation or through other communications, such as feature articles in Friday Fives or FAQ documents.

MOTION 85/23 (J. Ludwig/L. Raman-Wilms)

To approve the draft bylaws for general consultation, with the exception of Article 16.0 Registrants, which will be considered in consultation with the College of Pharmacy, University of Manitoba before inclusion with the draft bylaw package.

CARRIED

S. Gustafson joined the meeting at 11:47 am.

Council discussed the timeline of events and communications strategies related to the consultation, and recommends a town hall meeting for registrants be held to garner additional interest and feedback. Council requested this town hall meeting provide accredited professional development units to attendees.

S. Purohit, R. Buffie & S. Gustafson left the meeting at 12:06 pm.

5.2. Complaints Investigation Considerations

Information regarding the status of outstanding investigations ordered by the CPhM Complaints Committee and the anticipated resources required to manage these investigations, including history of the use of contract investigators by the CPhM, pros and cons of utilization of contract investigators, analysis of administrative burden and risks, jurisdictional comparison of complaints process timeframes and cost analysis, was circulated in advance of the meeting and a verbal summary was provided.

S. Purohit joined the meeting at 1:07 pm.

R. Buffie joined the meeting at 1:09 pm.

MOTION 86/23 (D. Forbes/E. Reimer)

To approve a variance to the 2024 budget for the hire of 1.5 FTE staff investigators, with no more than 1.0 FTE being a permanent position. The variance will be evaluated in 6 months from the date of hire of the staff investigators.

Abstentions: 1 (J. Ludwig)

CARRIED

Further, consensus of Council is to recommend the exploration of efficiencies, such as use of

virtual processes, and gaps in regulation that can be streamlined.

L. Pritchett left the meeting at 2:00 pm.

5.3. Proposed Amendments – Regulatory Improvements

In follow-up to Council's recommendation at the June 26, 2023, meeting to update the presentation and grouping of the "Seven Regulatory Improvements", the newly rebranded "Elevating Patient Care: Innovations in Pharmacy Regulations" document, infographic and related information was circulated in advance of the meeting. Consensus of Council is support of the updated documents and Council recommends the CPhM work with stakeholder organizations, such as Pharmacists Manitoba and Manitoba Health, to ensure efforts are aligned with the intentions and current needs of government.

5.4. Council & Exec 2024 Meeting Schedule

The proposed Council & Executive 2024 meeting schedule, with suggested dates for the CPhM Annual General Meeting and Council Strategic Planning Session, was circulated in advance of the meeting.

MOTION 87/23 (J. Ludwig/T. Crawford)

To approve the 2024 Council & Executive Meeting Schedule as circulated, with the addition of set meeting times of 3:00-5:00 p.m. for the 2-hour Council meetings in March, July and September.

CARRIED

Council returned to 4.0. Standing Items.

4.0. Standing Items

4.1. Results of Council Evaluations from June 26, 2023

Council member evaluations from the June 26, 2023, 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. Council acknowledged recent updates to technology that support hybrid meetings.

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 June 26, 2023, meeting was circulated in advance of the meeting for information.

b. National Association of Pharmacy Regulatory Authorities (NAPRA)

Information regarding the NAPRA July 2023 Board of Directors Meeting and September 2023 meeting on compounding competence, attended by Registrar K. Hamilton, was circulated in advance of the meeting for information and a verbal update was provided on decision making regarding entry-to-practice requirements for pharmacists and pharmacy technicians, including competencies related to sterile compounding standards.

K. McIntosh left the meeting at 2:36 pm.

4.3. Strategic Plan Report

An update on initiatives related to the CPhM Strategic Plan 2021-2024 was circulated in advance of the meeting for information and a verbal summary was provided.

a. Strategic Plan Priority III – Inducements & MDR Strategies

Report from MDR Strategies providing an update on the various communications initiatives related to Strategic Plan Priority III - Inducements was circulated in advance of the meeting and a verbal summary was provided.

b. Facilitated Council Session

Documents sent to Len Pierre Consulting to assist in planning for the Facilitated Council Session on Strategic Priority I, including anticipated deliverables and outcomes, were circulated in advance of the meeting and a verbal summary was provided.

c. Pharmacy Manager Training Program

Information updating Council on the continued development of the mandatory pharmacy manager training program was circulated in advance of the meeting and a verbal summary was provided.

d. Council Forum

This item is tabled.

L. McKietuik, A. Janes, B. Booker, E. Kaminsky, K. Chaboyer, T. Nagra & C. Ngai left the meeting at 2:48 pm.

6.0. In-Camera/Closed Session of Council

Council determined that K. Hamilton, R. Chatterjee-Mehta and L. Henderson shall participate in the full closed session of Council, and that C. Louizos and A. Andrushak shall participate in item 6.b..

B. Mitchell declared a conflict-of-interest with items 6.a. and 6.b., and Council determined he shall leave the meeting for these items.

J. Ludwig and T. Crawford declared a conflict-of-interest with item 6.c., and Council determined as the item is for information only, they may participate during this item.

J. Lamont declared a conflict-of-interest with item 6.a., and Council determined she shall participate in the presentation of the item and then shall leave the meeting for Council deliberation.

6.1. Motion to Adopt Agenda for Closed Session

MOTION 88/23

(J. Lamont/J. Ludwig)

To approve the agenda for the closed session as follows:

- b. Secondary Hospital Exemption Request – Follow-up from Dec 9, 2022 & Feb 27, 2023 Council Meetings
- a. Update on Exemption to Sterile Compounding Deadline
- c. Update on Pending Legal Matters

CARRIED

6.2. Motion to Rise from General Mtg and Move to Closed Session of Council

MOTION 88/23 (R. Buffie/W. Clark)

To move to a closed session at 2:51 p.m.

CARRIED

*B. Mitchell left the meeting at 2:51 pm.
C. Louizos & A. Andrushak left the meeting at 3:22 pm.
J. Lamont passed the chair to R. Buffie at 3:22 pm.
J. Lamont left the meeting at 3:28 pm.
J. Lamont & B. Mitchell joined the meeting at 3:29 pm.
R. Buffie passed the chair to J. Lamont at 3:22 pm.*

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

MOTION 90/23 (D. Forbes/T. Crawford)

To reconvene in the general meeting of Council at 3:44 pm.

CARRIED

L. McKietuik, A. Janes, E. Kaminsky, A. Andrushak & C. Louizos joined the meeting at 3:46 pm.

6.4. Report Decisions from Closed Session

The following decision was reported from the closed session:

MOTION 89/23 (J. Ludwig/L. Raman-Wilms)

To approve the addition of the secondary hospital services component to the applicant for the remainder of the 2023 licensing year and for the 2024 and 2024 licensing years, during which time the Standards of Practice Division will review and potentially revise the Secondary Hospital Services Component Practice Direction.

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: Friday, December 8, 2023
TIME: 9:00 am. to 4:00 pm.

7.2. Adjourn

MOTION 91/23 (J. Ludwig)

To adjourn the meeting at 3:47 pm.