



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Friday, December 8th, 2023
9:00 a.m. to 4:30 p.m.

COUNCILORS

Jane Lamont, President

Wendy Clark, Past President

Amanda Andreas, Public Representative

Don Himbeault, Public Representative

Donna Forbes, Public Representative

Tory Crawford, Public Representative

Alanna Doell, Pharmacist

Brendon Mitchell, Pharmacist

Joanne Johnson, Pharmacist (*virtual, joined at 9:02 am*)

Sonal Purohit, Pharmacist (*virtual*)

Teryl Moore, Pharmacist (*virtual*)

Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy (*virtual*)

LIAISONS TO COUNCIL

Tanjit Nagra, Pharmacists Manitoba Liaison (*joined at 9:04 am*)

Leah Pritchett, CSHP-Manitoba Branch Liaison to Council

Cecile Ngai, Pharmacy Technician Liaison

Shaelyn Gustafson, College of Pharmacy Student Liaison (*virtual, joined at 12:54 pm*)

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, joined at 1:09 pm*)

Arleigh Andrushak, Quality Assurance and Field Officer (*virtual, joined at 11:43 am*)

Emily Kaminsky, Practice Consultant (*virtual*)

REGRETS

Ryan Buffie, Vice President

Jennifer Ludwig, Executive Treasurer

Elizabeth Reimer, Public Representative

1.0. Call to Order

1.1.a. Welcome & Introductions

President J. Lamont convened the meeting at 9:00 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.”

J. Johnson joined the meeting at 9:02 am.

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
- 6.1.b. Pharmacy Access to Care Pilot – J. Lamont
- 3.1.e. Request for Individual to be Approved as Pharmacy Manager at Two Pharmacies Simultaneously – W. Clark

T. Nagra joined the meeting at 9:04 am.

1.2. President’s Remarks

J. Lamont provided opening remarks to Council, speaking to regulation in response to advances in technology and comments provided in the council member evaluations regarding providing a verbal overview of agenda items prior to discussion.

1.3. Regulatory Trends & Readings

Presentation slides and summary of *Proactive Regulation – The Key to Modernizing How We Regulate* from the Canadian Network of Agencies for Regulation (CNAR) Annual Conference in October 2023 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. September 25, 2023
- 2.3. Operations Report
- 2.4. Committee Reports
 - a. Executive Committee
 - b. Finance & Risk Management Committee
 - i. Financial Report & Monitoring
 - ii. Professional Development Division
 - c. Governance Committee
 - d. Board of Examiners
 - e. Discipline Committee
 - f. Extended Practice Advisory Committee
 - g. Pharmacy Technician Regulatory Issues Ad-Hoc Committee
 - h. 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)
 - d. College of Pharmacy Student
 - e. Pharmacists Manitoba
 - f. Pharmacy Technician
- 2.7. For Information
 - a. Bylaw Consultation Update

Consensus of Council is to accept the following edit to the Minutes of the September 25, 2023, Meeting – pg 4 under 3.0 Council, change from “shareholder groups” to “stakeholder groups”.

3.0. Items for Discussion

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

3.1. Pharmacy Technician Liaison Report

Council discussed the questions contained in the report regarding prescription revalidation. Email communication regarding current requirements will be provided to pharmacy technicians in early 2024.

4.0. Standing Items

4.1. Results of Council Evaluations from September 25, 2023

Council member evaluations from the September 25, 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 discussed the comment regarding receiving a verbal overview of agenda items prior to discussion and the comment regarding presentation of agenda items by the Registrar & CEO. Council was thanked for their comments and participation.

4.2. Registrar & Chief Executive Officer's Report

A report to Council from the Registrar & CEO was circulated in advance of the meeting and a verbal update was provided on progress to advance Council's current strategic priorities, including collaboration with consultants on priorities #1 & 3, and policy work related to priority #2. An environmental scan of equity, diversity & inclusion efforts by other provincial health profession regulators was included for information.

a. Action Items Arising from Last Meeting

A summary of action items arising from the minutes of the September 25, 2023, meeting was circulated in advance of the meeting for information.

b. National Association of Pharmacy Regulatory Authorities (NAPRA)

Information regarding the NAPRA in-person Board of Directors meeting in November 2023, attended by Registrar & CEO K. Hamilton, was circulated in advance of the meeting for information and a verbal update was provided on the continued maintenance of documents including model standards of practice, approval and pending adoption of the Language Proficiency Requirement Policy, and changes to licensing requirements in other jurisdictions.

c. Strategic Plan Dashboard

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

d. Strategic Plan Priority III – Inducements & MDR Strategies

Report from MDR Strategies regarding overview and initial analysis of public consultations to determine the impact of banning pharmacy inducements in Manitoba was circulated in advance of the meeting for information.

e. Government Update

An update on government initiatives and relations was circulated in advance of the meeting for information, including the mandate letter from Premier Wab Kinew to Hon. Uzoma Asagwara, Minister of Health, Seniors and Long-Term Care and highlights with a direct link to pharmacy, summary of a recent meeting between the CPhM and Manitoba Health regarding the current priorities of government, and a welcome letter sent to Minister Asagwara from the CPhM requesting an introductory meeting.

Council provided feedback on issues to be prioritized when meeting with government, including the regulation of pharmacy technicians to help reduce administrative burden and costs related to health human resources.

f. Facilitated Council Session

As part of the Registrar & CEO's report, Council received a verbal update on a potential facilitator for the Council session to identify and implement a cultural safety action plan.

g. Council Forum – Role of the Pharmacist & Pharmacy Technician

Council participated in an open forum discussion regarding the future role of pharmacy professionals, including pharmacy technicians, to better inform staff when considering regulatory amendments. Issues discussed by Council include the regulation of virtual care and safe adoption of advancements in pharmacy practice, expanded scope of practice of pharmacists and pharmacy technicians, health human resources, and workforce and workload issues that may impact patient safety. Consensus of Council is to develop a paper on these issues to provide to and facilitate discussion with government.

5.0. Business Arising/New Business

5.1. Distribution of Pharmacy Technician Regulatory Issues Survey

Council tasked the Pharmacy Technician Regulatory Issues Ad-hoc Committee with determining and reviewing issues and barriers related to pharmacy technician regulation in Manitoba, including through feedback from pharmacy technicians, prospective pharmacy technicians, pharmacy managers, pharmacists, and any other pertinent organizations or individuals. A survey drafted by the committee to be sent to all pharmacy staff to gather this feedback was circulated in advance of the meeting for consideration.

MOTION 92/23 (D. Forbes/D. Himbeault)

To approve the distribution of the Pharmacy Technician Regulatory Issues survey in Q1 2024 with a response window of around 4 - 6 weeks.

CARRIED

5.2. American Academy of HIV Medicine as an Approved Program for Extended Practice Pharmacists Status

Recommendation from the Board of Examiners that Council approve the addition of the American Academy of HIV Medicine - HIV Pharmacist (AAHIVP) credential program as a specialty qualification under section 96(g) of the Pharmaceutical Regulation for designation as an Extended Practice Pharmacist (EPPh), provided the applicant has practiced for at least 1000 hours in a collaborative healthcare setting within that specialty in the 2 years before applying for registration, and related information, including EPPh specialty qualifications criteria for program approval by Council and hours required for certification of other specialty qualifications, were circulated in advance of the meeting for consideration.

MOTION 93/23 (B. Mitchell/T. Crawford)

To approve the addition of the American Academy of HIV Medicine HIV Pharmacist (AAHIVP) credential program as a specialty qualification under section 96(g) of the Pharmaceutical Regulation for registration as an Extended Practice Pharmacist (EPPh), and that these EPPh applicants be required to have practiced for at least 1000 hours in a collaborative healthcare setting within that specialty in the 2 years before applying for registration.

CARRIED

5.3. Licensing of Out of Province CCAPP PharmD Graduates

Recommendation from the Board of Examiners that Council allow graduates of a Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accredited pharmacy degree program to register and license as a pharmacist in Manitoba without first licensing in their province or territory of graduation, provided they have met the requirements of licensure within legislation and have successfully completed an internship period of a minimum of 200 hours in Manitoba, and related information, including previous Board of Examiners decisions related to registration and internship requirements of University of Manitoba and out-of-province students/interns or graduates of Canadian CCAPP-accredited Entry-to-Practice PharmD program programs, environmental scan of licensing out-of-province graduates not through the Mobility Agreement by other provincial pharmacy regulators and draft application form for out-of-province applicants, were circulated in advance of the meeting for consideration.

MOTION 94/23 (B. Mitchell/A. Andreas)

To allow graduates of a Canadian Council for Accreditation of Pharmacy Programs (CCAPP) accredited pharmacy degree program to register and license as a pharmacist in Manitoba, without first licensing in their province/territory of graduation, provided they have met the requirements of licensure within legislation, and have successfully completed an internship period of a minimum of 200 hours in Manitoba.

CARRIED

MOTION 95/23 (A. Doell/T. Crawford)

To approve the 2024 application form for Registration and Licensure Graduate of a CCAPP-Accredited Pharmacy Program.

CARRIED

5.4. Timeframe for International Pharmacy Graduate Applicants and Pharmacy Technicians-in-training to Write the Jurisprudence (JP) Exam

To remove barriers and prevent delays in licensure/listing, recommendation from the Board of Examiners that Council consider approving that international pharmacy graduates (IPGs) and technicians-in-training be permitted to write the Jurisprudence (JP) exam at any point after application and approval by CPhM, provided they have completed the JP modules, and related information, including an environmental scan of when applicants are eligible to write the JP exam in other provinces, were circulated in advance of the meeting for consideration.

MOTION 96/23 (D. Himbeault/A. Doell)

To permit international pharmacy graduates (IPGs) and technicians-in-training to write the Jurisprudence (JP) exam at any point after their initial application and approval by CPhM, provided they have completed the JP modules.

CARRIED

5.5. Preceptor and Supervisor Training Program Requirement

Recommendation from the Board of Examiners that Council consider preceptor training requirements for CPhM preceptors and SPT Supervisors, as part of CPhM's Strategic Plan for 2021-2024 and Council's goal of standardizing preceptor training, and related information,

including an environmental scan of preceptor training program requirement of other provincial pharmacy regulators and overview of the proposed programs, were circulated in advance of the meeting for consideration.

MOTION 97/23 (A. Doell/T. Crawford)

Preceptors for post-graduate interns and supervisors for pharmacy technicians-in-training must complete, at a minimum, the modules listed below for ONE of the following programs with an implementation date of March 1, 2024:

- **Dalhousie Faculty of Health Professions – Preceptor eLearning Course**

- o Module 1 – The Role of the Preceptor
- o Module 3 – Evaluation and Feedback
- o Module 4 – Supporting Students’ Learning Needs
- o Module 6 – Equity, Diversity and Inclusion

OR

- **University of Western Ontario – Preceptor Education Program**

- o Module 2 – Anti-Oppressive Practices
- o Module 3 – Developing Learning Objectives
- o Module 6 – Feedback and Evaluation
- o Module 7 – Successfully Navigating Conflicts

OR

- For those who are also preceptors of university pharmacy students and pre-graduate interns, **University of Manitoba, Rady Faculty of Health Sciences, College of Pharmacy – Preceptor Development Program Modules**

- o All modules as required at time of completion

Council directs the Board of Examiners to review programs required by the Manitoba Institute of Trades and Technology (MITT) for preceptors of pharmacy technicians to ensure alignment with this decision.

CARRIED

MOTION 98/23 (B. Mitchell/W. Clark)

To approve the updated Preceptor Application and Pharmacy Technician Structured Practical Training (SPT) Notification forms.

CARRIED

MOTION 99/23 (A. Andreas/T. Crawford)

To approve the updated Internship and Structured Practical Training (SPT) Manuals.

CARRIED

5.6. Delegation to the Registrar - Operational Exemptions

Council approval is currently required to approve requests for exemption by pharmacists and/or pharmacies from licencing or practice requirements stipulated in the Pharmaceutical Act (the Act), Pharmaceutical Regulation (Regulation) or Practice Directions. Options for proposed delegation of authority to the Registrar & CEO to approve exemption requests that are operational in nature, which will reduce the timeline for decision and response, increase efficiency in regulation of pharmacies and pharmacists, and support the policy-based governance framework supported by Council, were circulated in advance of the meeting for consideration.

A. Andrushak joined the meeting at 11:43 am.

MOTION 100/23 (D. Forbes/B. Mitchell)

To approve the proposed delegation of authority to the Registrar & CEO to approve operational related exemptions related to time-delayed safes.

CARRIED

MOTION 101/23 (D. Forbes/A. Doell)

To approve the proposed delegation of authority to the Registrar & CEO to approve operational related exemptions related to requests for managers at two locations

CARRIED

MOTION 102/23 (J. Johnson/T. Crawford)

To table the previous motion until guiding principles based on precedent & previous decisions of Council, are developed and circulated for Council decision.

Opposed (1) – A. Doell

Abstain (2) – B. Mitchell, L. Raman-Wilms

CARRIED

5.7. NAPRA Sterile Compounding Exemption for Palliative Care Patients

In December 2021 and 2022, Council approved yearly exemptions, with updated guidance, for pharmacies in the province to draw-up comfort care medications for palliative care patients in a setting that does not meet the National Association of Pharmacy Regulatory Authorities (NAPRA) Model Standards for Hazardous and Non-Hazardous Sterile Compounding (Sterile Compounding Model Standards). The current exemption will expire on January 1, 2024, and Council was asked to consider whether to extend the exemption again. Related information, including previous Council motions and briefing notes on the matter and an environmental scan of exemptions to NAPRA model sterile compounding standards by other provincial pharmacy regulators, was circulated in advance of the meeting for consideration.

S. Gustafson joined the meeting at 12:54 pm.

MOTION 103/23 (J. Johnson/B. Mitchell)

To maintain the current guiding principles and exemption to the NAPRA Model Standards for Hazardous and Non-Hazardous Sterile Compounding as written and extend the duration until January 1, 2026.

CARRIED

5.8. Registrar & CEO Performance Appraisal Policy

A draft Registrar & CEO Accountability Relationship Policy and draft Registrar & CEO Performance Evaluation Policy were circulated in advance of the meeting for consideration. There is currently no formal process in place for performance evaluation for the Registrar & CEO. The proposed policies propose both a framework for accountability between the Registrar & CEO and Council, as well as objectives and a process for conducting an annual performance

evaluation. Further work is needed to review and update the Registrar & CEO position description and create a performance evaluation tool.

MOTION 104/23 (D. Forbes/W. Clark)

To approve draft Registrar & CEO Accountability Relationship Policy and the Registrar & CEO Performance Evaluation Policy as circulated.

CARRIED

5.9. Life-Long Learning Recognition

Executive Committee, at its meeting in November 2023, identified the “Life-Long Learning” recognition, that exists in conjunction with the continuing professional development requirements, as inconsistent with recent decisions to divest CPhM of its awards and recognition programs and as such, recommends that CPhM cease to award certificates to registrants who achieve 50 or more continuing education units in a single reporting period. Related information was circulated in advance of the meeting for consideration.

MOTION 105/23 (T. Crawford/L. Raman-Wilms)

To cease the “Life-Long Learning” recognition that currently exists in conjunction with the continuing professional development requirements.

CARRIED

5.10. Patient Profiles Practice Direction

Council tasked the Standards of Practice Division of the Quality Assurance Committee (SOP) with reevaluating the language used in section 2.3.6 of the Patient Profile Practice Direction ensure inclusivity, including “sex/gender” as a mandatory field on patient profiles. At Council’s recommendation, CPhM staff and SOP collaborated with The Rainbow Resource Centre, a non-profit organization that offers support to the 2SLGBTQ+ community in the form of counselling, education, and programming, to update the Practice Direction. The Rainbow Resource Centre provided several suggestions to improve inclusivity and SOP made a number of recommendations to Council in response to the information provided from The Rainbow Resource Centre and discussion amongst the committee members. Related information, including an environmental scan on patient profile requirements by other provincial pharmacy regulators, draft Patient Profile Practice Direction, appendix highlighting relevant terminology, and rational document from SOP, was circulated in advance of the meeting for consideration.

K. Chaboyer joined the meeting at 1:09 pm.

A. Andrushak left the meeting at 1:11 pm.

MOTION 106/23 (J. Johnson/A. Doell)

To task the Professional Development Division of the Quality Assurance Committee and CPhM support staff to develop continuing education regarding gender inclusivity for pharmacy professionals.

CARRIED

MOTION 107/23 (A. Doell/D. Himbeault)

To approve the draft Patient Profiles Practice Direction as amended by the Committee and Appendix to the Practice Direction (Terminology).

CARRIED

5.11. Delinquency in Notification of Ownership Changes

Recommendation from the Complaints Committee to consider implementation of a fine for each day beyond the deadline for notification of any changes related to a pharmacy licence that must be reported to the Registrar & CEO in accordance with the Act and Regulation, including change in pharmacy ownership, change in pharmacy manager, change in pharmacy name, and change in owner name, and related information were circulated in advance of the meeting for consideration. In transitioning to the CPhM's new database management system, additional declarations and prompts were incorporated into the pharmacy licence renewal process for pharmacy owners to ensure accurate and current information was on record, including report of any changes in signing authority and pharmacy ownership as required in accordance with the Act and Regulation. It was identified that many of these ownership changes were not reported to the CPhM within the required time frame specified in legislation and as a result, the CPhM undertook to review the renewal applications to ensure that the information on record was accurate to that being stated on the current applications. It has since been identified that approximately 241 pharmacies are delinquent in reporting changes related to the ownership and/or corporation as required by the Act.

Consensus of Council is to request that CPhM staff examine the policies of other provinces related to notification of ownership changes and develop a draft policy for the CPhM, for consideration by Council at a future meeting. Education should be provided to pharmacy professionals and owners in the form of a Friday Five article.

5.12. Committee Appointment

Council was asked to consider appointment of a Pharmacists Manitoba Representative on the EPPH Consultation Review Ad-Hoc Committee following resignation of current member, Mr. Mark Mercure. Related information, including the current roster of committee appointments and correspondence from Mr. Mercure, were circulated in advance of the meeting for consideration.

MOTION 108/23 (A. Andreas/A. Doell)

To appoint Mr. Tim Smith as the Pharmacists Manitoba Representative on the EPPH Consultation Review Ad-Hoc Committee, replacing Mr. Mark Mercure as the current Pharmacists Manitoba Representative.

CARRIED

6.0. In-Camera/Closed Session of Council

Council determined that:

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

J. Lamont reiterated her conflict-of-interest with items 6.a. and 6.b., and Council determined she shall leave the meeting for these items.

L. McKietuik, B. Booker, E. Kaminsky, C. Louizos, K. McIntosh, S. Gustafson, L. Pritchett, & C. Ngai left the meeting at 1:56 pm.

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 109/23 (J. Lamont)

To move to a closed session at 1:56 p.m. with the following agenda:

- b. Pharmacy Access to Care Pilot
- a. Update on Exemption to Sterile Compounding Deadline
- e. Request for Individuals to be Approved as Pharmacy Manager at Two Pharmacies Simultaneously
- c. Annual HR Discussion
- d. Board & CEO Discussion

* note that 6.b. has been moved before 6.a., and 6.e. has been moved before 6.c. and 6.d.

CARRIED

J. Lamont passed the chair to W. Clark at 1:56 pm.

J. Lamont left the meeting at 1:56 pm.

T. Nagra left the meeting at 2:51 pm.

C. Louizos & J. Lamont joined the meeting at 3:06 pm.

W. Clark passed the chair to J. Lamont at 3:06 pm.

C. Louizos, R. Chatterjee-Mehta, A. Janes & L. Henderson left the meeting at 3:12 pm.

L. Henderson joined the meeting at 3:45 pm.

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

MOTION 110/23 (D. Forbes/D. Himbeault)

To reconvene in the general meeting of Council at 4:02 pm.

CARRIED

L. McKietuik, R. Chatterjee-Mehta, A. Janes, E. Kaminsky, & C. Louizos joined the meeting at 4:04 pm.

6.4. Report Decisions from Closed Session

The following decisions were reported from the closed session:

MOTION 111/23 (A. Doell/L. Raman-Wilms)

That the consultation and development process steps for the draft Regulation amendments to authorize pilot or research projects to test a scope of practice that exists beyond the existing scope in Manitoba be initiated sequentially. A guiding policy outlining proposed criteria that helps Council approve these types of initiatives and pilots will be developed.

CARRIED

MOTION 112/23 (J. Johnson/A. Doell)

To deny the proposal for the applicant to simultaneously manage both pharmacies as proposed.

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, February 23, 2023

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

7.2. Adjourn

MOTION 113/23

(A. Doell)

To adjourn the meeting at 4:05 pm.