



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Friday, September 27, 2024
9:00 a.m. to 4:00 p.m.

COUNCILORS

Ryan Buffie, Chair

Kathy Hunter, Vice Chair

Amanda Jenkyns, Public Representative (*virtual*)

Don Himbeault, Public Representative

Donna Forbes, Public Representative

Elizabeth Reimer, Public Representative (*joined at 9:10 am*)

Alanna Doell, Pharmacist

Teryl Moore, Pharmacist (*virtual, joined at 9:14 am*)

Lavern Vercaigne, Acting Dean, College of Pharmacy (*virtual*)

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*)

Arleigh Andrushak, Quality Assurance and Field Officer (*virtual*)

Meret Shaker, Practice Consultant (*virtual*)

REGRETS

Brendon Mitchell, Pharmacist

Pawandeep Sidhu, Pharmacist

GUESTS

School of Pharmacy, Memorial University of Newfoundland – Dr. Shawn Bugden, Dr. Jamie Falk (*virtual, joined at 10:03 am*)

College of Physicians and Surgeons of Manitoba – Dr. Marina Reinecke, Micheal Wiebe (*joined at 10:03 am*)

1.0. Call to Order

1.1.a. Welcome & Introductions

Chair R. Buffie convened the meeting at 9:06 a.m. and welcomed everyone. R. Buffie acknowledged L. Vercaigne in his first Council meeting as Acting Dean of the College of Pharmacy, University of Manitoba.

L. Reimer joined at 9:10 am

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:

- 5.8. New Pharmacy Technician Listing Pathways – R. Buffie

Council determined that during this agenda item, R. Buffie will pass the Chair to K. Hunter and not participate in discussion or voting.

1.2. Chair’s Address

R. Buffie provided opening remarks to Council, noting recent changes to the website to include Council member biographies and policies, and acknowledging the importance of governance in the public interest, accountability and transparency.

T. Moore joined at 9:14 am

Council moved to agenda item 6.1.c. Conflict of Interest

6.1.c. In-Camera/Closed Session of Council – Conflict of Interest

Council determined that L. McKietruk and K. Hamilton shall participate in item 6.1.c.

MOTION 55/24 (A. Doell/K. Hunter)

To move to a closed session with the following agenda:

c. Conflict of Interest

CARRIED

L. Henderson, A. Janes, R. Chatterjee-Mehta, C. Louizos, K. McIntosh, A. Andrushak, & M. Shaker left the meeting at 9:16 am.

MOTION 56/24 (C. MacDonald/D. Himbeault)

To reconvene in the general meeting of Council.

CARRIED

L. Henderson, A. Janes, R. Chatterjee-Mehta, C. Louizos, K. McIntosh, A. Andrushak, & M. Shaker joined the meeting at 9:30 am.

L. Reimer left the meeting at 9:30 am.

The following decision was reported from the closed session:

MOTION 57/24 (A. Doell/D. Forbes)

To accept the resignation of Pawandeep Sidhu from Council and all committee appointments.

CARRIED

1.3. Regulatory Trends & Readings

This item is tabled.

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. June 24, 2024

b. July 24, 2024

c. September 11, 2024

d. Ratify Email Motions

2.3. Operations Report

2.4. Committee Reports

a. Executive Committee

b. Finance Committee

f. Board of Examiners

2.6. For Information

a. Governance Manual Updates

b. Quality Assurance Program Resources

c. Communications Report Q2 & Q3

d. Policy for Process to Review Pharmacy Requests for Reduced Hours of Operation

3.0. Items for Discussion

No items from the consent portion of the agenda were identified by Council for discussion.

Council moved to agenda item 5.4. Regulatory Hub

5.4. Regulatory Hub

In follow-up to Council's approval, in principle, at the September 11, 2024 meeting that the CPhM move to a regulatory hub with a number of other health regulators, including the College of Nurses of Manitoba, further information was collected in consultation with Boone and Partners, general legal counsel, and Terracon and circulated in advance of the meeting. Council reviewed building and property repair or replacement assessments of 200 Tache Ave anticipated within the next 5 years and analysis of operating costs anticipated for 200 Tache Ave and other location options.

MOTION 58/24 (K. Hunter/C. MacDonald)

To approve proceeding with a move to a shared building and that the Finance Committee be tasked with working closely with Boone and Partners and RBC to determine the best approach for sale of the building, dissolution of DIA Management Group Ltd., and investment of building proceeds.

CARRIED

4.0. Standing Items

4.1. Results of Council Evaluations from June 24, 2024

Council member evaluations from the June 24, 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. Executive Committee requests that 5-10 minutes be dedicated at the end of the meeting for Council to complete the evaluation.

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 24, 2024 meeting was circulated in advance of the meeting for information.

b. National Association of Pharmacy Regulatory Authorities (NAPRA)

A summary of items discussed at the virtual NAPRA Board Meeting on July 23, 2024 was circulated in advance of the meeting, including work on review of the updated *NAPRA Professional Competencies for Pharmacists and Pharmacy Technicians at Entry to Practice in Canada* and engagement with Health Canada on concerns with the inappropriate use of novel nicotine replacement therapies, such as nicotine pouches.

M. Shaker left the meeting at 9:50 am.

c. Government Update

A summary of recent meetings with Executive Directors in Manitoba Health, Seniors and Long-Term Care and other updates, such as progress on regulatory amendments to permit student administration of vaccines and universal birth control coverage was circulated in advance of the meeting for information. A summary of all amendments to the Pharmaceutical Act and Regulations under consideration was included.

Moved to agenda item 5.1. Opioid Atlas & Tramadol Usage in Manitoba - Presentation from Dr. Shawn Bugden

M. Shaker, S. Bugden, J. Falk, M. Reinecke & M. Wiebe joined the meeting at 10:03 am.

5.1. Opioid Atlas & Tramadol Usage in Manitoba - Presentation from Dr. Shawn Bugden

Council received a presentation on the impact of the regulatory change in 2022 to add tramadol to the M3P schedule to help inform the similar consideration related to codeine.

S. Bugden & J. Falk left the meeting at 10:24 am.

Moved to agenda item 5.2. Codeine Data from the Chief Medical Examiner's Office – Presentation from Dr. Reinecke

5.2. Codeine Data from the Chief Medical Examiner's Office – Presentation from Dr. Reinecke

Council received a presentation on the M3P program, use of codeine in Manitoba, related Manitoba death data from the Chief Medical Examiner's Office and potential consequences of adding codeine to the M3P drug list.

L. Reimer joined the meeting at 10:41 am.

L. Reimer left the meeting at 11:07 am.

L. Vercaigne left the meeting at 11:09 am.

L. Reimer joined the meeting at 11:10 am

M. Reinecke & M. Wiebe left the meeting at 11:13 am.

Moved to agenda item 5.3. Addition of Codeine to the M3P Schedule

5.2. Addition of Codeine to the M3P Schedule

Following the recommendations from the Quality Prescribing Review Working Group, CPhM held a comprehensive consultation in March & April 2024 on changes to the Electronic Transmission of Prescriptions Practice Direction and the Manitoba Prescribing Practices Program (M3P). Following consultation, Council requested additional information on the potential addition of codeine products (other than exempted codeine preparations) to the M3P schedule for consideration before making a final decision.

T. Moore left the meeting at 11:33 am.

T. Moore joined the meeting at 11:36 am.

MOTION 59/24 (A. Doell/D. Forbes)

That all codeine preparations, with the exception of exempted codeine preparations, be added to the Manitoba Prescribing Practices Program (M3P) list, pending approval from the College of Physicians and Surgeons of Manitoba Council.

CARRIED

M. Shaker left the meeting at 11:43 am.

4.2.d. 2021-2024 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. 2025-2027 Strategic Plan Communications Strategy

Initial draft of graphics being designed for the 2025-2027 Strategic Plan were circulated in advance of the meeting for Council's review. Council had no concerns or feedback. Council will consider a full communications strategy for the 2025- 2027 Strategic Plan at its meeting in December 2024.

f. Council Forum

i. Debrief from June 2024 Presentation – Artificial Intelligence in Healthcare and Implications for Pharmacy Practice

Council participated in an open forum discussion in follow-up to the June 24, 2024 presentation by Dr. Muhammad Mamdani on Artificial Intelligence (AI). The recent statement released by the College of Physicians and Surgeons of Manitoba, *Advice to the Profession on the Responsible use of Artificial Intelligence in the Practice of Medicine*, and similar documents adopted by other regulators related to the use and application of AI were circulated in advance of the meeting.

Consensus of Council is support in development of a position statement, to be considered by Council at a future meeting.

ii. Preferred Provider Networks

Council participated in an open forum discussion regarding risks associated with Preferred Provider Network practices in Manitoba, demonstrated as a current issue across other jurisdictions. Information and outcomes the Ontario College of Pharmacists Board has adopted to address the issue from a regulatory perspective were circulated in advance of the meeting.

Consensus of Council is support in development of a position statement, to be considered by Council at a future meeting.

5.0. Business Arising/New Business

5.5. Policy Review & Development

a. Registrar & CEO Job Description

An updated Registrar & CEO Job Description, as reviewed and recommended by Executive Committee with the addition of "soft skills", was circulated in advance of the meeting for consideration.

Consensus of Council is to approve Registrar & CEO Job Description as circulated.

5.2. Committee Appointments

R. Buffie passed the Chair to K. Hunter.

R. Buffie left the meeting at 12:55 pm.

A call for nominations for the pharmacy-professional Council member on the Appointments Committee was held.

MOTION 60/24 (D. Forbes/C. MacDonald)

To nominate Ryan Buffie as the pharmacy-professional Council member on the Appointments Committee.

CARRIED

As only one nomination was received, R. Buffie is acclaimed as the pharmacy-professional Council member on the Appointments Committee.

R. Buffie joined the meeting at 12:55 pm.

K. Hunter returned the Chair to R. Buffie.

A call for nominations for Chair of the Appointments Committee was held.

MOTION 61/24 (D. Himbeault/D. Forbes)

To nominate Ryan Buffie as Chair of the Appointments Committee.

CARRIED

As only one nomination was received, R. Buffie is acclaimed as Chair of the Appointments Committee.

L. Vercaigne joined the meeting at 1:04 pm.

MOTION 62/24 (K. Hunter/D. Forbes)

To accept the following recommendations of Executive Committee for committee appointments for a two-year term, ending in June 2026:

Complaints Committee

- Mike Sloan appointed as Vice Chair

Discipline Committee

- Roque Anonuevo appointed as Public Representative
- Richard Panciera appointed as Public Representative
- Tracy Lynn Theile appointed as Public Representative

EPPH Advisory Committee

- Brenda Rosenthal appointed as Chair

Board of Examiners

- Shelley Tshiovo appointed as Pharmacy Technician member

CARRIED

Council discussed the vacancy on Executive Committee as a result of the resignation of Pawandeep Sidhu. Council requests a summary of time and any other commitments as a requirement of the appointment and will consider nominations at a future meeting.

5.7. Governing Statements & Principles

As part of the comprehensive governance review and overhaul and in keeping with the CPhM's commitment to diversity, equity, inclusion, belonging, and accommodation (DEIBA), Council tasked Executive Committee with consideration of governing principles and visionary statements according to best practice criteria for regulators. A summary of Executive Committee's work at its last meeting in August 2024 in this area was circulated in advance of the meeting for consideration.

Consensus of Council is support of Executive Committee proceeding with development of a revised mission statement and land acknowledgement and development of guiding principles for recommendation to Council at a future meeting.

R. Buffie passed the Chair to K. Hunter.

R. Buffie left the meeting at 1:20 pm.

5.8. New Pharmacy Technician Listing Pathways

Recommendation from the Board of Examiners that Council approve two additional pathways for pharmacy technician listing (those who are internationally trained graduates and a transition bridging pathway for pharmacy assistants with sufficient Canadian practice experience) and supporting information, including an environmental scan of pharmacy technician pathways of other provincial pharmacy regulators, information on the new Eastern College Pharmacy Technician Bridging Program and related policies from the Nova Scotia College of Pharmacists were circulated in advance of the meeting for consideration.

Consensus of Council is to accept the following recommendations of the Board of Examiners:

1. To accept the following requirements for listing as a pharmacy technician in Manitoba:

- graduation from a CCAPP accredited educational program located in Canada; OR
- successful completion of a pharmacy technician bridging program approved by Council; OR
- successful completion of the PEBC International Technician Evaluation Process or PEBC Pharmacist Evaluating Exam,

AND;

- demonstration of meeting the CPhM language proficiency requirements; AND
- successful completion of the Pharmacy Law modules and Jurisprudence exam; AND
- successful completion of the PEBC Pharmacy Technician Qualifying Examinations Part 1 and Part 2,

AND;

- successful completion of a practical training program with an approved supervisor:
 - o Graduates of a CCAPP-accredited pharmacy technician program or the Eastern College Pharmacy Technician Bridging Program who list less than three years post-graduation must complete 240 hours of structured practical training,
 - o Graduates of a CCAPP-accredited pharmacy technician program or the Eastern College Pharmacy Technician Bridging Program who list three or more years post-graduation, must complete 360 hours of structured practical training,
 - o All other pharmacy technician applicants (i.e., international pharmacy technician or international pharmacist graduates) must complete 480 hours of structured practical training

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 specific or additional conditions of that applicant, based on the individual particulars of that application.

2. To approve the Eastern College Pharmacy Technician Bridging Program as a recognized pharmacy technician bridging program in Manitoba.
3. To approve policy development regarding pharmacy technician listing pathways and bridging program approval and pharmacist licensing pathways.

R. Buffie joined the meeting at 1:36 pm.

K. Hunter returned the Chair to R. Buffie.

5.9. Council & Executive Committee Meeting Dates for 2025

The proposed schedule of 2025 Council and Executive Committee meeting dates for 2025, as reviewed and approved by Executive Committee, was circulated in advance of the meeting for consideration.

Consensus of Council is to approve the schedule with amendments.

5.10. Council & Committee Remuneration

Council was provided a demonstration of the new online Council & Committee Remuneration form and process.

An item was added to the agenda: 5.11. Committee Appointment - PEBC Representative.

5.11. Committee Appointment - PEBC Representative

Council discussed the Pharmacy Examining Board of Canada (PEBC) Representative vacancy as a result of the resignation of Pawandeep Sidhu. Council requests a summary of time and any other commitments as a requirement of the appointment and will consider nominations at a future meeting.

6.0. In-Camera/Closed Session of Council

Council determined that R. Chatterjee-Mehta, L. Henderson, & C. Louizos shall participate in item 6.1.a.

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 63/24 (D. Forbes/A. Doell)

To move to a closed session with the following agenda:

- a. Update on Exemption to Sterile Compounding Deadline
- b. Results of Registrar & CEO Performance Appraisal

CARRIED

*A. Janes, K. McIntosh, A. Andrushak, M. Shaker & L. McKietruk left the meeting at 1:53 pm.
R. Chatterjee-Mehta, L. Henderson, & C. Louizos left the meeting at 2:16 pm.*

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

MOTION 64/24 (D. Himbeault/A. Doell)

To reconvene in the general meeting of Council.

CARRIED

A. Janes, R. Chatterjee-Mehta, L. Henderson & L. McKietruk joined the meeting at 2:23 pm.

6.4. Report Decisions from Closed Session

The following decisions were reported from the closed session:

MOTION 65/24 (C. MacDonald/K. Hunter)

To request that further information on the status of the exemption to the NAPRA sterile compounding standards be provided to Council at its meeting on December 6, 2024. Correspondence with specific questions to be answered will be forwarded to the party with the exemption.

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 6, 2024

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

7.2. Adjourn

Consensus of Council is to adjourn the meeting at 2:24 pm.