



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Tuesday, June 16th 2020
9:00 a.m. to 4:30 p.m.

COUNCILORS

Wendy Clark, President
Sonal Purohit, Vice President
Jane Lamont, Executive Treasurer
Kevin Hamilton, Past President (*joined at 9:17 a.m.*)
Laurie Andrews, Public Representative
Don Himbeault, Public Representative
Donna Forbes, Public Representative
Bharti Kapoor, Public Representative
Nicole Nakatsu, Pharmacist
Alanna Doell, Pharmacist
Ryan Buffie, Pharmacist
Drupad Joshi, Pharmacist
Ravi Pandya, Pharmacist
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

LIAISONS TO COUNCIL

Dr. Brenna Shearer, Pharmacists Manitoba Liaison

COLLEGE STAFF

Susan Lessard-Friesen, Registrar
Jill Hardy, Deputy Registrar
Rani Chatterjee-Mehta, Assistant Registrar, Complaints Director
Kathy Hunter, Assistant Registrar, Field Operations
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development
Meret Shaker, Practice Consultant
Chris Louizos, Quality Assurance and Field Officer
Lori McKietruk, Director of Operations
Lindsay Henderson, Executive Assistant
Gus Gottfred, Communications and Quality Assurance Coordinator (*joined at 12:30 pm*)

GUESTS

REGRETS

Dr. John Toole, Public Representative
Brenda Rosenthal, CSHP-Manitoba Branch Liaison to Council
Danika Vandale, College of Pharmacy Student Liaison
Susan Balagus, Pharmacy Technician Liaison
Dinah Santos, PEBC Liaison

1. Call to Order

a. Welcome & Introductions

W. Clark convened the meeting at 9:01 a.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

W. Clark 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. College Mission

Council acknowledged the College Mission 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.”

d. Declaration of Conflict-of-Interest

Council members were invited to declare any conflict-of-interest. None were declared.

2. Additions to Agenda & Approval of Agenda

MOTION 63/20 (N. Nakatsu / B. Kapoor)

To approve the agenda with the following amendments:

#4. Review of the 8th May 2020 Council Member Evaluations - No in-camera session is required.
This agenda item will be conducted as a regular session

#9.a.ii. Committee Appointments, Chairs & Members – Add Public Rep appointments and correspondence from Minister Friesen to this agenda item

CARRIED

K. Hamilton joined the meeting at 9:17 am.

3. Regulatory Trends & Readings

The following documents were circulated in advance of the meeting:

- a. Briefing Note: Follow-up to Council Orientation Sessions
- b. Meeting Package Helpful Hints

Aspects of the Council Orientation education sessions, presented by Ms. Cathi Mietkiewicz, were discussed for clarity and insight as to how the trends may affect the governance review and can be

incorporated into College meetings and governance. The following items were recommended by Council:

- Development of key skills and competencies matrix for future Committee and Council appointments
- Staff working group and statement from the College to address cultural awareness and inclusion in response to current discussions around systemic racism and social injustice
- Revision of Council and Committee introduction/welcome statement at meetings to reflect the College values and mission more effectively

MOTION 64/20 (D. Forbes / L. Andrews)

That a statement from the College regarding cultural awareness and inclusion, and an anti-discrimination policy be drafted for Council's review.

CARRIED

4. Review of May 8, 2020 Council Member Evaluations

Council discussed the individual Council member evaluations of the May 8, 2020 meeting. Council recommended that an additional videoconference tips and etiquette document be developed to assist with rules of order and improve remote meeting processes.

5. Approval of Meeting Minutes & Motions

MOTION 65/20 (K. Hamilton / L. Andrews)

To approve the Minutes of the May 8, 2020 Council meeting as circulated.

CARRIED

MOTION 66/20 (N. Nakatsu / R. Buffie)

To approve the Minutes of the May 9, 2020 Council meeting as circulated.

CARRIED

MOTION 67/20 (J. Ludwig / B. Kapoor)

To ratify the following motion which Council approved by email on May 15, 2020:

It is moved by Kevin Hamilton and seconded by Nicole Nakatsu to extend the exemption previously granted by Council to temporarily waive the requirement for a pharmacist to assess a patient in-person or by face-to-face communication (e.g. telehealth / videoconferencing), if appropriate, when prescribing drugs and medical devices, as permitted within the provincial legislative requirements. A direct assessment of the patient must still occur by telephone, and follow-up conducted. All other requirements must be met as described in the Act, Regulation, and Prescribing and Dispensing Practice Directions. This exemption will now be extended to September 30, 2020, and may be re-assessed upon expiry.

In favour: 12

Opposed: 0

Abstained: 0

CARRIED

6. Business Arising

A summary of business arising from the minutes of the May 8, 2020 Council meeting was circulated in advance of the meeting.

7. Strategic Plan Update

Updates on the strategic plan objectives, operational priorities, and a report of the metrics from quarter 1 and 2 were circulated in advance of the meeting. A full review of the current strategic plan was conducted with Council on June 15, 2020.

8. Operations Report

The Operations Report was circulated to Council in advance of the meeting, and a verbal update was provided to Council.

President W. Clark turned the Chair over to Vice-President S. Purohit.

9. Committee Reports

a. Executive Committee

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

MOTION 68/20 (D. Forbes / B. Kapoor)
To accept the Executive Committee Report to Council for information.

CARRIED

i. Pharmacy Services – Rural & Remote

A verbal update was provided on the matter.

ii. Committee Appointments – Chairs & Members

The College received letters from Minister Friesen regarding re-appointments and new appointments of Public Representatives.

MOTION 69/20 (K. Hamilton / R. Buffie)
To accept the following Public Representatives as appointed by government:

Donna Forbes	Two-year term / 3rd June 2020 – 2022
Don Himbeault	Three-year term / 3rd June 2020 – 2023
Bharti Kapoor	Two-year term / 3rd June 2020 – 2022
Amanda Andreas	Four-year term / 3rd June 2020 – 2024
Tory Crawford	Three-year term / 3rd June 2020 – 2023
Luba Fedorkiw	Four-year term / 3rd June 2020 – 2024

CARRIED

Council acknowledged and thanked Laurie Andrews and Dr. John Toole for their service as Public Representatives on Council.

MOTION 70/20 (N. Nakatsu / R. Pandya)
To reappoint the following individuals to the Discipline Committee for a two-year term:

Ron Eros, Shannon Trapp, Britt Kural, Zahid Zehri, Ron Corrigan, Luba Fedorkiw, Don Himbeault

Further appointments for the vacant positions, including 2 voting members, 1 former member, and 2 public representatives, will follow by email motion to Council.

CARRIED

MOTION 71/20 (D. Joshi, N. Nakatsu)

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

Pat Trozzo, Tim Saunders, Bharti Kapoor, Barbara Sproll

Donna Forbes is reappointed until her term expires in February 2021.

CARRIED

MOTION 72/20 (K. Hamilton / B. Kapoor)

To reappoint Karen DiMarco to the Board of Examiners for a two-year term.

CARRIED

MOTION 73/20 (R. Buffie / K. Hamilton)

To appoint Chris Louizos to the Dispensing Practitioners Committee.

CARRIED

MOTION 74/20 (J. Lamont / D. Forbes)

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

Robert Ariano, Pharmacist (Chair)
Sharon Smith, Pharmacist
Ashley Walus, Pharmacist
Jamison Falk, Pharmacist
Donna Forbes, Public representative
Don Himbeault, Public representative
Dr. Anna Ziomek, CPSM
Dr. Brent Kvern, CPSM
Deb Elias, CRNM
Cheryl Dika, CRNM
Barb Wasilewski, Manitoba Health Appointee

The addition of more Public Representatives will be considered and revisited at a later date.

CARRIED

MOTION 75/20 (B. Kapoor / S. Purohit)

To appoint Kevin Hamilton as Chair of the Awards & Nominating Committee for a two-year term, and to reappoint the following individuals to the Awards & Nominating Committee for a two-year term:

Lalitha Raman-Wilms, Leann McCannel, Scott McFeetors, the acting CSHP Liaison to Council, Grant Lawson, Ronald Guse, Glenda Marsh, Jennifer Ludwig

CARRIED

MOTION 76/20 (L. Andrews / S. Purohit)

To appoint Jane Lamont as Chair of the Finance & Risk Management Committee for a two-year term, and to reappoint the following individuals to the Finance & Risk Management Committee for a two-year term:

Carol Davis, Bill Eamer, Ashley Walus, Bharti Kapoor

As former Executive Treasurer, Jennifer Ludwig is appointed to the Finance & Risk Management Committee for a two-year term.

CARRIED

MOTION 77/20 (R. Buffie / R. Pandya)

To reappoint Bill Eamer as Chair of the Audit Committee for a two-year term, and to reappoint the following individuals to the Audit Committee for a two-year term:

Carol Davis, Ashley Walus, Bharti Kapoor

CARRIED

MOTION 78/20 (R. Buffie / R. Pandya)

To appoint Kevin Hamilton as Chair of the Governance Committee for a two-year term. Appointment of other Governance Committee members will follow at a later date.

CARRIED

Appointment of the Chair of the Quality Assurance Committee will follow by email motion to Council.

MOTION 79/20 (D. Forbes / D. Joshi)

To appoint Ryan Buffie as Chair of the Professional Development Division of the Quality Assurance Committee for a two-year term.

CARRIED

MOTION 80/20 (N. Nakatsu / R. Buffie)

To reappoint Brent Booker and appoint Alanna Doell as Co-Chairs of the Standards of Practice Division of the Quality Assurance Committee for a two-year term.

CARRIED

MOTION 81/20 (S. Purohit / L. Andrews)

To open the application process for Pharmacy Technician Liaison to Council.

CARRIED

As past-president, Kevin Hamilton will serve as Chair of the Candidate Search Committee.

MOTION 82/20 (B. Kapoor / N. Nakatsu)

To reappoint Jennifer Ludwig as Chair of the Sterile & Non-Sterile Compounding Ad Hoc Committee for a two-year term.

CARRIED

MOTION 83/20

(B. Kapoor / J. Lamont)

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

CARRIED

iii. Addition of Codeine Liquid Preparations to M3P Drug List

Information regarding the addition of codeine liquid preparations to the M3P drug list, including feedback from the College of Physicians and Surgeons of Manitoba (CPSM), was circulated in advance of the meeting. Executive Committee discussed the issue at their last meeting and recommend deferring consideration for the proposed addition of liquid codeine preparations to the M3P drug list until further data and strong evidence is available demonstrating a serious patient safety concern.

iv. Draft Guidelines for Council – Contravention of Order – Section 55(5) of The Pharmaceutical Act Cancellation of Registration or License

MOTION 84/20

(N. Nakatsu / R. Buffie)

To approve the “Guidelines for Council – Contravention of Order – Section 55(5) of The Pharmaceutical Act Cancellation of Registration or License”.

CARRIED

S. Purohit returned the Chair to W. Clark.

b. Finance & Risk Management Committee Report

The Finance & Risk Management Committee Report was circulated in advance of the meeting along with the 2020 Q1, Budget, and Year to Date Actuals with Variance, as at 30th April 2020.

MOTION 85/20

(L. Raman-Wilms / N. Nakatsu)

To accept the Finance & Risk Management Committee Report to Council for information.

CARRIED

Council considered a proposed timeline and process for approving the 2021 Budget to facilitate an earlier renewal period and budget approval process. Council decided by consensus to approve the budget before the next scheduled Council meeting by videoconference, and to begin the annual renewal period earlier than usual, mid-September as opposed to mid-October, to provide time to manage any unforeseen difficulties due to the COVID-19 pandemic.

c. Quality Assurance Committee

The Quality Assurance Committee, Standards of Practice Division and Professional Development Division have not met since last Reports to Council.

d. Governance Committee

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

e. Board of Examiners

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

MOTION 86/20 (K. Hamilton / R. Buffie)
To accept the Board of Examiners Report for information.

CARRIED

f. Complaints Committee

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

MOTION 87/20 (K. Hamilton / D. Forbes)
To accept the Complaints Committee Report for information.

CARRIED

g. Discipline Committee

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

MOTION 88/20 (R. Pandya / D. Forbes)
To accept the Discipline Committee Report for information.

CARRIED

h. Awards & Nominating Committee

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

i. Audit Committee

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

j. Extended Practice Advisory Committee

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

k. Ad Hoc Committee on Compounding

The Ad Hoc Committee on Compounding has not met since its last Report to Council.

l. Safety IQ Advisory Committee

The Safety IQ Advisory Committee has not met since its last Report to Council.

11. Unfinished Business

a. D. Jorgenson

The Summary Judgement from Justice Grammond and Letter to Mr. D. Jorgenson from CPhM Legal Counsel, dated June 5, 2020, were circulated in advance of the meeting for information.

G. Gottfred joined the meeting at 12:30 pm.

10. Manoverboard Website Demo

Council was provided with a presentation on the new website.

G. Gottfred left the meeting at 12:45 pm.

b. Social Media and Professionalism Module

The Social Media and Professionalism Module, jointly developed by 8 Manitoba Health Regulatory Colleges, was circulated in advance of the meeting. The accredited module, focusing on the expectation for personal and professional social media accounts of health professionals, will be posted in the member only area of the website.

MOTION 89/20 (K. Hamilton / B. Kapoor)

To approve implementation of the Social Media and Professionalism Module for Summer 2020.

CARRIED

MOTION 90/20 (S. Purohit / R. Pandya)

That pharmacists are required to complete the Social Media and Professionalism Module to be eligible for renewal of their 2022 practicing license.

CARRIED

MOTION 91/20 (R. Buffie / B. Kapoor)

That pharmacy technicians are required to complete the Social Media and Professionalism Module to be eligible for renewal of their 2022 pharmacy technician listing application.

CARRIED

c. CPSM Draft Standard of Practice for Prescribing Benzodiazepines and Z-Drugs

The College of Physicians and Surgeons of Manitoba (CPSM) began a consultation process seeking feedback from its members, related stakeholders and the general public, regarding the way in which doctors prescribe Benzodiazepines and Z-Drugs to patients across the province. The CPSM Draft Standard of Practice for Prescribing Benzodiazepines and Z-Drugs and feedback provided to CPSM on behalf of CPHM was circulated in advance of the meeting for information.

11. New Business

a. COVID-19 Response

i. Health Canada Section 56 Exemption for Controlled Drugs & Narcotics

Correspondence to Minister Friesen regarding Health Canada's Section 56 Exemption to the Controlled Drugs and Substances Act (CDSA) provided to pharmacists and practitioners across the country during the COVID-19 pandemic was circulated in advance of the meeting for information. To date, the exemption has not been implemented in Manitoba and the federal exemption expires on September 30, 2020. Support of the Minister is required to enable Section 56(1) class exemption to the full extent.

ii. Pharmacy Regulators Letter to Health Canada re Drug Supply

Joint correspondence from a number of provincial pharmacy regulators to Minister Friesen and Dr. Brent Roussin, Chief Provincial Public Health Officer, as well as the response from Minister Friesen's office, was circulated in advance of the meeting for information. The letter expresses concern for the impact of COVID-19 in China and India on the manufacturing and supply of drugs for Canada.

iii. Manitoba Health Drug Shortages Working Group

A verbal update was provided on CPhM participation with the Manitoba Health Drug Shortages Working Group, which is the MHSAL committee tasked with monitoring drug shortages in the province during the COVID-19 pandemic response. This working group was established in response to the lifting of the one-month drug supply limit by MHSAL on May 8, 2020. The issue is also being discussed by NAPRA and Health Canada on an ongoing basis.

b. Proposed Merger of the Manitoba Institute for Patient Safety and Shared Health

Correspondence from The Manitoba Institute of Patient Safety (MIPS) informing stakeholders of the organization's merger with Shared Health was circulated in advance of the meeting for information. CPhM is a premier member of MIPS and has a strong connection to the organization, with staff serving on the MIPS Board of Directors and collaboration on several patient safety initiatives over the last 15 years.

L. Raman-Wilms left the meeting at 1:30 pm.

c. Consultation on Amendments to The Fair Registration Practices in Regulated Professions

Information on the Office of the Manitoba Fairness Commission's (OMFC) request to regulatory bodies in Manitoba for participation in a consultation regarding amendments to The Fair Registration Practices in Regulated Professions Act was circulated in advance of the meeting for information. Concerns regarding confidentiality and lack of clarity regarding purpose of the consultation were shared with OMFC in a joint response from MAHRC. Updates will be shared with Council as they become available.

12. Liaison Reports

MOTION 92/20 (K. Hamilton / R. Buffie)

To accept all liaison reports for information.

CARRIED

a. Pharmacy Examining Board of Canada (PEBC)
No report was provided.

b. University of Manitoba College of Pharmacy

The College of Pharmacy's CPhM Impact Report for 2020 and Report for April 2020 were circulated in advance of the meeting.

- c. Canadian Society of Hospital Pharmacists (CSHP) – Manitoba Branch
A report was circulated in advance of the meeting.

J. Lamont left the meeting at 1:36 pm.

- d. College of Pharmacy Student
No report was provided.
- e. Pharmacists Manitoba
A report was circulated in advance of the meeting.
- m. Pharmacy Technician
No report was provided.
- n. National Association of Pharmacy Regulatory Authorities (NAPRA)
No report was provided.

13. Correspondence – On-Board

The following documents were circulated in advance of the meeting for information:

- a. CCCEP News Release
- b. Letter from College of Pharmacy U of M re: CPhM Scholarship
- c. Letter from College of Pharmacy U of M re: 2020 Welcome to the Profession

B. Shearer left the meeting at 1:46 pm.

- 14. In-camera
Council moved to an in-camera session at 1:47 pm.

J. Lamont returned to the meeting at 1:58 pm.

Council moved out of the in-camera session at 2:12 pm.

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

- 17. Next Meeting
The next meeting of Council is scheduled for:

DATE: Friday, September 18, 2020

TIME: 9:00 a.m. to 4:30 p.m.

- 18. Meeting Adjournment

MOTION 93/20 (L. Andrews / R. Pandya)

To adjourn the meeting at 2:14 p.m.