



College of Pharmacists of Manitoba

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MINUTES

**Meeting of Council
Friday 8th May 2020
9:00 a.m. to 4:30 p.m.**

COUNCILORS

Kevin Hamilton, President (*joined at 9:30 a.m.*)
Petr Prochazka, Vice President
Wendy Clark, Executive Treasurer
Jennifer Ludwig, Past President
Laurie Andrews, Public Representative
Don Himbeault, Public Representative
Dr. John Toole, Public Representative
Donna Forbes, Public Representative
Bharti Kapoor, Public Representative
Nicole Nakatsu, Pharmacist
Sonal Purohit, Pharmacist
Derrick Sanderson, Pharmacist
Kurt Schroeder, Pharmacist
Todd Mereniuk, Pharmacist
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy

LIAISONS TO COUNCIL

Jennifer Gibson, CSHP-Manitoba Branch Liaison
Dr. Brenna Shearer, Pharmacists Manitoba Liaison
Danika Vandale, College of Pharmacy Student Liaison
Susan Balagus, Pharmacy Technician Liaison

COLLEGE STAFF

Susan Lessard-Friesen, Registrar
Jill Hardy, Deputy Registrar
Rani Chatterjee-Mehta, Assistant Registrar, Quality Assurance
Kathy Hunter, Assistant Registrar, Field Operations
Kim McIntosh, Assistant Registrar, Qualifications and Practice Development
Meret Shaker, Practice Consultant
Ronda Eros, Practice Consultant
Chris Louizos, Quality Assurance and Field Officer
Lori McKietiuik, Director of Operations
Lindsay Henderson, Executive Assistant

GUESTS

Cathi Mietkiewicz, Mietkiewicz Law for Agenda Item 2. Regulatory Trends and Readings:
Council Orientation Session 1 (Ms Mietkiewicz left the meeting following this session)
Alanna Doell, Incoming Councillor

Ryan Buffie, Incoming Councillor
Drupad Joshi, Incoming Councillor
Jane Lamont, Incoming Councillor
Ravi Pandya, Incoming Councillor
Brenda Rosenthal, Incoming CSHP-Manitoba Branch Liaison to Council

REGRETS

Dinah Santos, PEBC Liaison

1. Call to Order

a. Welcome & Introductions

P. Prochazka convened the meeting at 9:01 a.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

P. Prochazka 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. The following were declared:

i. T. Mereniuk – Agenda Item 11.iii.2., Drug Exportation

Council considered the declaration and determined T. Mereniuk could participate fully in all discussions and participate in voting on this agenda item.

ii. J. Ludwig, L. Raman-Wilms, T. Mereniuk – Agenda Item 9.a.iii., CPhM vs Thorkelson

Council considered the declarations and determined J. Ludwig, L. Raman-Wilms and T. Mereniuk will abstain from participating in discussion and voting on item in conflict.

iii. D. Sanderson – Agenda Item 9.a.v., Pharmacy Services – Rural & Remote

Council considered the declaration and determined D. Sanderson could participate fully in all discussions, however is asked to abstain from voting on item in conflict.

- iv. T. Mereniuk – Agenda Item 9.a.iv., CPhM vs D. Jorgenson – Non-Practicing Membership Application

Council considered the declaration and determined T. Mereniuk will abstain from participating in discussion and voting on item in conflict.

2. Regulatory Trends & Readings

Cathi Mietkiewicz provided an introductory Council education session. Topics discussed included the role of Council, fiduciary duty, conduct unbecoming, conflict of interest and confidentiality obligations.

K. Hamilton joined the meeting at 10:12 am. Vice-President P. Prochazka turned the Chair over to President K. Hamilton.

3. Additions to Agenda & Approval of Agenda

MOTION 40/20 (T. Mereniuk / D. Forbes)

To approve the agenda as circulated.

CARRIED

4. In-Camera – Review of February 18, 2020 Council Member Evaluations

Council discussed and determined that due to the meeting format being held as a videoconference, an in-camera session was not required to review and discuss the individual Council member evaluations of the February 18, 2020 meeting. Council had no concerns with the feedback from the February 18, 2020 evaluations.

5. Approval of Meeting Minutes & Motions

MOTION 41/20 (N. Nakatsu / T. Mereniuk)

To approve the Minutes of the February 18, 2020 Council meeting as circulated.

CARRIED

MOTION 42/20 (T. Mereniuk / N. Nakatsu)

To approve the Minutes of the March 25, 2020 Council videoconference meeting as circulated.

CARRIED

MOTION 43/20 (J. Ludwig / B. Kapoor)

To ratify the following motion which Council approved by email on March 3, 2020:

It is moved by Derrick Sanderson and seconded by Jennifer Ludwig that Council appoint Ms. Alysha Buck as investigator and inspector for the College. This appointment is in addition to the previously appointed College investigators and inspectors.

In Favour: 10

Opposed: 0

Abstained: 1 (due to conflict of interest)

CARRIED

MOTION 44/20**(N. Nakatsu / D. Forbes)**

To ratify the following motion which Council approved by email on March 17, 2020:

It is moved by Nicole Nakatsu and seconded by Todd Mereniuk 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 be in place for an initial period of two months as of March 17, 2020, and will be re-assessed upon expiry.

In favour: 12

Opposed: 0

Abstained: 0

CARRIED**MOTION 45/20****(T. Mereniuk / L. Raman-Wilms)**

To ratify the following motion which Council approved by email on March 20, 2020:

It is moved by Todd Mereniuk and seconded by Sonal Purohit that the first implementation timeline for the NAPRA Non-sterile Compounding Standards be postponed from April 1, 2020, until October 1, 2020. As a result, both the first and second phases of implementation shall be met by pharmacies by October 1, 2020.

In favour: 11

Opposed: 0

Abstained: 0

CARRIED**MOTION 46/20****(N. Nakatsu / J. Ludwig)**

To ratify the following motion which Council approved by email on March 23, 2020:

It is moved by Derrick Sanderson and seconded by Todd Mereniuk that Council authorize the addition of EMR-generated prescriptions for drugs on the M3P schedule for patients on the Manitoba Palliative Care Drug Access Program until the COVID-19 outbreak is resolved.

In favour: 11

Opposed: 0

Abstained: 0

CARRIED**MOTION 47/20****(N. Nakatsu / L. Andrews)**

To ratify the following motion which Council approved by email on March 23, 2020:

It is moved by Derrick Sanderson and seconded by Todd Mereniuk that fines specific to a failure to submit criminal record, adult, and child abuse registry checks by the expiry deadline be discontinued, effective 16th March 2020.

In favour: 11

Opposed: 0

Abstained: 0

CARRIED

MOTION 48/20 (N. Nakatsu / L. Andrews)

To ratify the following motion which Council approved by email on March 30, 2020:

It is moved by Nicole Nakatsu and seconded by Wendy Clark that Council approve the revised Agenda, Notice of Meeting to CPhM Registrants, and AGM – Rules of Procedures, as circulated, to facilitate a virtual Annual General Meeting.

In favour: 14
Opposed: 0
Abstained: 0

CARRIED

MOTION 49/20 (J. Toole / N. Nakatsu)

To ratify the following motion which Council approved by email on April 7, 2020:

It is moved by Todd Mereniuk and seconded by Bharti Kapoor that Council waives the 2020 practising licence fee for all retired pharmacists previously registered and licensed with the College of Pharmacists of Manitoba within the previous 3 years who, having met all licensing renewal requirements as determined by the Board of Examiners, wish to have their practising licence temporarily reinstated in response to the COVID-19 pandemic. Temporary pharmacist registration may be cancelled on a date determined by the Council or the registrar.

In favour: 12
Opposed: 0
Abstained: 0

CARRIED

MOTION 50/20 (T. Mereniuk / D. Forbes)

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

It is moved by Todd Mereniuk and seconded by Derrick Sanderson that Council authorize the addition of a prescription generated utilizing the prescribers electronic medical record's (EMR) prescription function and handwritten prescriptions as approved forms for issuing a prescription for a drug listed on the Manitoba Prescribing Practices (M3P) drug schedule, until the COVID-19 outbreak is resolved. EMR-generated and handwritten prescriptions for drugs listed on the M3P drug schedule must be faxed directly from the prescriber to the pharmacy of the patient's choice. All other M3P prescription and fax transmission requirements (as outlined in Part 9 of the Pharmaceutical Regulations and in the Joint Statement Facsimile Transmission of Prescriptions) shall remain in-place.

In favour: 13
Opposed: 0
Abstained: 0

CARRIED

6. Business Arising

A summary of business arising from the minutes of the February 18, 2020 Council meeting was circulated in advance of the meeting.

7. Strategic Plan Update

Updates on the strategic plan objectives and operational priorities were circulated in advance of the meeting. A full review of the current strategic plan is scheduled for June 15, 2020.

CARRIED

8. Operations Report

The Operations Report was circulated to Council in advance of the meeting.

MOTION 51/20 (J. Ludwig / B. Kapoor)

To accept the Operations Report for information.

CARRIED

President K. Hamilton turned the Chair over to Vice-President P. Prochazka.

9. Committee Reports

a. Executive Committee

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

MOTION 52/20 (D. Forbes / J. Toole)

To accept the Executive Committee Report to Council for information.

CARRIED

P. Prochazka returned the Chair to K. Hamilton.

i. Proposed Amendments to the Act – Seven Regulatory Improvements

The draft letter to the Minister of Health, Seniors and Active Living and feedback from Pharmacists Manitoba and the Canadian Society of Hospital Pharmacists – Manitoba Branch regarding the potential staged approach to implementation of the proposed amendments to the *Pharmaceutical Act* and Regulation, were circulated in advance of the meeting. The letter and stakeholder feedback will be sent to Minister Friesen following the height of the COVID-19 response in Manitoba. Council requested that relevant sections from Premier Pallister's March 3, 2020 mandate letter to Minister Friesen be included in the letter.

ii. Lab Test Ordering by Pharmacists for Outpatients in Manitoba

A verbal update was provided on lab test ordering by pharmacists for outpatients in Manitoba. Program implementation will be revisited following the COVID-19 pandemic.

iii. Application to Court of Queen's Bench to Stay Decision of Council

A verbal update was provided on the application to the Court of Queen's Bench to stay the decision of Council and to appeal Council's decision to cancel a member's practicing license. There has been no progress with the appeal since the last Council meeting.

iv. Non-Practicing Membership Application

The letter from general legal counsel, advising a former member that their non-practicing membership application was denied by Council, was circulated in advance of the meeting for information.

Council agreed to re-consider the category of Non-practicing Membership with the College when undertaking a future review of the By-Laws.

v. Pharmacy Services – Rural and Remote

A verbal update was provided on the matter.

vi. 2020 Council Election

The 2020 Ballot Committee report and memo of election results were circulated in advance of the meeting for information.

vii. 142nd CPhM Annual General Meeting and Awards Presentation

The Annual Report and Summary of the Non-Consolidated Financial Statements were circulated in advance of the meeting for information. Council will participate in an AGM webinar practice session following the meeting.

viii. District Five NABP/AACP Annual Meeting

A verbal update was provided on the annual District Five NABP/AACP meeting. Due to travel restrictions as a result of the COVID-19 pandemic, the members of District Five held a videoconference and vote to determine that the in-person meeting scheduled for August 2020 in Winnipeg will be postponed to August 2021. Manitoba will now host only the business portion of the annual meeting in August 2020 as a half day videoconference and the August 2021 in-person meeting.

ix. Draft Policy for Pharmacists and Pharmacy Technicians – Criminal Record Checks

The draft policy: Criminal Record, Child Abuse Registry, and Adult Abuse Registry Check Submissions, was circulated in advance of the meeting for consideration.

MOTION 53/20 (N. Nakatsu / W. Clark)

That Council approve the Criminal Record, Child Abuse Registry, and Adult Abuse Registry Check Submission Policy, effective January 1, 2021.

The policy includes the addition of a vulnerable sector check requirement as part of the Criminal Record Check.

This motion supersedes previous motions passed by Council, authorizing late fees be assessed against registrants in default of submission of record and registry checks.

CARRIED

b. Finance & Risk Management Committee Report

The Finance & Risk Management Committee Report was circulated in advance of the meeting.

The following documents were also circulated in advance of the meeting:

- Draft Financial Planning Principles Policy
- Draft Investment Principles Policy
- 2020 Budget Update
- 2020 Quarter 1 Summary of Accounts
- 2020/2019 Year-to-Year Comparisons
- Video Conference Security

MOTION 54/20 (P. Prochazka / D. Forbes)

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

CARRIED

MOTION 55/20 (J. Ludwig / L. Raman-Wilms)

To approve the Financial Planning Principles Policy as circulated.

CARRIED

MOTION 56/20 (S. Purohit / D. Forbes)

To refer the Investment Principles Policy back to the Finance and Risk Management Committee for further development of the section on exclusions to the College's investment portfolio.

Opposed: 1 (K. Schroeder)

CARRIED

c. Quality Assurance Committee

The Quality Assurance Committee has not met since its last Report 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 57/20 (N. Nakatsu / P. Prochazka)

To accept the Board of Examiners Report for information.

CARRIED

f. Complaints Committee

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

g. Discipline Committee

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

MOTION 58/20 (J. Ludwig / N. Nakatsu)

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.

10. Unfinished Business

a. Inducements & Loyalty Programs

Discussion on inducements and loyalty programs Inducements was tabled for further discussion at the upcoming strategic plan review session.

11. New Business

a. COVID-19 Response

i. Emergency Preparedness Resource Kit

The Emergency Preparedness Resource Kit was circulated in advance of the meeting for information. This document will be updated in Fall 2020 to incorporate feedback from the response to the initial phase of the COVID-19 pandemic.

ii. Emergency Continued Care Prescriptions

A request was sent to Minister Friesen to consider Section 118(4) of the Regulation to *the Pharmaceutical Act*, which states:

If the minister gives the council written notice that a public health emergency exists in all or part of the province, which necessitates that members be able to prescribe a drug or drugs not referred to in subsection (1), the council may approve members to prescribe those drugs, under any conditions the council considers appropriate, until the state of emergency ends.

There has been no response from the Minister to date on this matter.

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

A verbal update was provided on the status of the request to Minister Friesen for a temporary Health Canada Section 56(1) class exemption for controlled drugs & narcotics. This request will ensure safe access to medications under the *Controlled Drugs and Substances Act* and uninterrupted delivery of care during the COVID-19 pandemic.

In partnership with the College of Physicians and Surgeons of Manitoba and the College of Registered Nurses of Manitoba, some measures of the exemptions have been implemented, related to prescriptions for M3P schedule drugs. Support of the Minister is required to enable Section 56(1) class exemption to the full extent. Manitoba is one of the last provinces in Canada to pass this temporary exemption during the COVID-19 pandemic.

Communication from College staff to various staff members at Manitoba Health Seniors and Active Living (MHSAL) have been ongoing. There has been no response from the Minister to date on this matter.

iv. Manitoba's Drug Supply Shortage

1. 30-day Drug Supply Limits

The March 19, 2020 memo from MHSAL to all Manitoba pharmacists regarding implementation of a one-month supply of all drugs was circulated in advance of the meeting for information.

As of May 8, 2020, MHSAL will be lifting the one-month drug supply limit for most drugs in Manitoba. Representatives from CPhM will participate on the MHSAL committee to monitor drug shortages in the province during the COVID-19 pandemic response.

2. Drug Exportation

The Issue Brief: Drug Exportation by Manitoba Pharmacies, sent to Minister Friesen on April 2, 2020, was circulated in advance of the meeting for information. There has been no response from the Minister to date on this matter.

v. Registration & Licensure

1. 2020 MB Grads from College of Pharmacy, U of M

Communication to 2020 Manitoba Graduates from College of Pharmacy, U of M, regarding registration and licensure during the COVID-19 pandemic, was circulated in advance of the meeting for information. The Pharmacy Examining Board of Canada (PEBC) Pharmacist Qualifying Examination, Part I (MCQ) and Part II (OSCE), a requirement of registration and licensing as a pharmacist with the CPhM, have been postponed. As a result, the Board of Examiners approved alternatives to register the graduating class, including the option of an accelerated internship and licence conditions including but not limited to, requiring students to write the MCQ and undertake the OSCE at the next administration of the examinations.

2. Recently Retired Pharmacists (less than 3 years)

A verbal update was provided on the work of the Board of Examiners related to licensure of recently retired pharmacists who have been away from practice for less than three years and have met professional development and practice hours requirements. There have been no pharmacists licensed through this pathway to date. An update was also provided

on pharmacy closures and changes to the hours of operation of several pharmacies amid the COVID-19 pandemic.

3. Jurisprudence Exams

Information regarding Jurisprudence Exam administration during the COVID-19 pandemic was circulated in advance of the meeting for information. Staff have been pursuing options to allow pharmacy professionals to undertake the examinations online and through remote proctoring services. A motion was passed at the Board of Examiners meeting on April 2, 2020, allowing applicants for registration and licensing as a pharmacist or listing as a pharmacy technician to submit declarations until such time that the Jurisprudence Exam is available online.

vi. M3P Temporary Guidance

Documents related to the following were circulated in advance of the meeting for information:

1. Palliative Care Prescriptions
2. Safe Access to M3P Prescriptions
3. Fax Form Template

vii. Point of Care Testing

Communication that was forwarded to Manitoba pharmacists regarding Point of Care Testing for COVID-19 was circulated to Council in advance of the meeting for information.

viii. Other COVID-19 Guidance Documents

Documents related to the following that have been forwarded to Manitoba pharmacists were circulated to Council in advance of the meeting for information:

1. Pharmacy Professional's Duty During an Emergency, Disaster or Pandemic
2. COVID-19 FAQ
3. Delivery of Medications During COVID-19 Pandemic
4. Administration of Injections During COVID-19 Pandemic
5. Ensuring Pharmacy Accessibility During a Health Crisis or Pandemic
6. Take-home Dosing for Patients on OAT
7. Prescribing & Dispensing of Drugs to Treat COVID-19
8. Narcotic & Controlled Drug Prescriptions for Personal Care Home Residents
9. Joint Communication with Manitoba Association of Optometrists

b. Appointment of CSHP Liaison

MOTION 59/20

(J. Ludwig / N. Nakatsu)

To appoint Brenda Rosenthal to the CPhM Council as the Canadian Society of Hospital Pharmacists – Manitoba Branch Liaison to the CPhM Council.

CARRIED

MOTION 60/20 (L. Andrews / N. Nakatsu)

To appoint Brenda Rosenthal to the Board of Examiners.

CARRIED

12. Liaison Reports

MOTION 61/20 (J. Ludwig / N. Nakatsu)

To accept all liaison reports for information.

CARRIED

- a. Pharmacy Examining Board of Canada (PEBC)
A report was circulated in advance of the meeting.
- b. College of Pharmacy
A report was circulated in advance of the meeting.
- c. Canadian Society of Hospital Pharmacists (CSHP) – Manitoba Branch
A report was circulated in advance of the meeting.
- d. College of Pharmacy Student
A verbal report was provided.
- e. Pharmacists Manitoba
No report was provided.
- f. Pharmacy Technician
A verbal report was provided.
- g. National Association of Pharmacy Regulatory Authorities (NAPRA)
A report was circulated in advance of the meeting.

13. Correspondence

No documents were circulated.

14. In-camera

Council determined that no in-camera session was needed.

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: Tuesday, June 16, 2020

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

18. Meeting Adjournment

MOTION 62/20

(N. Nakatsu)

To adjourn the meeting at 1:50 p.m.