



College of Pharmacists of Manitoba

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MINUTES

Meeting of Council
Monday 2nd December 2019
9:00 a.m. to 4:30 p.m.

COUNCILORS

Kevin Hamilton, President
Petr Prochazka, Vice President
Wendy Clark, Executive Treasurer
Jennifer Ludwig, Past President (*participated by videoconference*)
Laurie Andrews, Public Representative
Donna Forbes, Public Representative
Don Himbeault, 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

COLLEGE STAFF

Susan Lessard-Friesen, Registrar
Jill Hardy, Deputy Registrar
Rani Chatterjee-Mehta, Assistant Registrar, Quality Assurance
Kathy Hunter, Assistant Registrar, Field Operations
Meret Shaker, Practice Consultant
Ronda Eros, Practice Consultant
Lindsay Henderson, Executive Assistant

REGRETS

Dr. John Toole, Public Representative
Danika Vandale, College of Pharmacy Student Liaison
Dinah Santos, PEBC Liaison
Susan Balagus, Pharmacy Technician Liaison

1. Call to Order

a. Welcome & Introductions

K. Hamilton convened the meeting at 9:05 a.m. and welcomed everyone.

b. Acknowledging First Peoples and Traditional Territory

K. Hamilton 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. No conflicts were declared.

2. Regulatory Trends – Report from CLEAR Session

A number of CPhM Council members attended the CLEAR Council training session, “Introduction to Regulatory Governance”, on October 18, 2019. P.Prochazka presented key information and learnings from the session, including the following topics:

- Foundations of regulatory governance
- Roles and responsibilities of regulatory boards
- Duties of a councillor
- Administrative rule making
- Professional discipline
- Assessing competence

3. Additions to Agenda & Approval of Agenda

MOTION 175/19 (K. Schroeder / N. Nakatsu)

To approve the agenda as circulated.

CARRIED

4. In-Camera – Review of Sept 30, 2019 Council Member Evaluations

MOTION 176/19 (N. Nakatsu / B. Kapoor)

To move to an in-camera session, at 9:36 am, to review and discuss the individual Council member evaluations of the meeting on September 30, 2019.

CARRIED

Council moved out of the in-camera session at 9:58 am.

5. Approval of September 30, 2019 Meeting Minutes

MOTION 177/19**(L. Raman-Wilms / P. Prochazka)**

To approve the Minutes of the September 30, 2019 Council Meeting as circulated.

CARRIED

6. Business Arising

A summary of business arising from the minutes of the Council meeting on September 30, 2019, 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. Key performance indicators (KPIs) were reported on the strategic plan dashboard, as part of the biannual metrics reporting.

CARRIED

8. Operations Report

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

MOTION 178/19**(D. Forbes / S. Purohit)**

To accept the Operations Report for information, with the following amendment:

- Staffing updates in the third paragraph should read “February 2020”

CARRIED

9. Financial Reporting and Monitoring

Updated 2019 budget and year over year documents were circulated in advance of the meeting. The following amendment was noted to the budget:

- Line 7101, relating to legal services, is not expected to continue into 2020 and subsequent years

An interprofessional comparison of organizational resources of Canadian pharmacy regulators was included for information. The scan was initiated and prepared by The New Brunswick College of Pharmacists.

10. Committee Reports

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

a. Executive Committee

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

MOTION 179/19**(K. Schroeder / K. Hamilton)**

To accept the for information and for consideration portions of the Executive Committee Report.

CARRIED

P. Prochazka returned the Chair to K. Hamilton.

b. Quality Assurance Committee

The Quality Assurance Committee Report, including the Standards of Practice Division and the Professional Development Division Reports, was circulated in advance of the meeting.

MOTION 180/19 (S. Purohit / T. Mereniuk)
To accept the Quality Assurance Committee Report for information.

CARRIED

c. Governance Committee

The Governance Committee report was circulated in advance of the meeting.

A verbal update was provided on the “Modernizing the provincial health profession regulatory framework” paper released in November by the Steering Committee on Modernization of Health Professional Regulation in British Columbia.

MOTION 181/19 (L. Raman-Wilms / D. Himbeault)
To accept the Governance Committee Report for information.

CARRIED

d. Finance & Risk Management Committee

The Finance & Risk Management Committee Report was circulated at the meeting, as the last committee meeting was held on November 26, 2019.

MOTION 182/19 (T. Mereniuk / P. Prochazka)
To accept the Governance Committee Report for information.

CARRIED

e. Board of Examiners

The Board of Examiners Report was circulated in advance of the meeting. An interprovincial comparison of criminal record check requirements by Canadian pharmacy regulators was included with the report.

MOTION 183/19 (D. Forbes / N. Nakatsu)
To accept the Board of Examiners Report for information.

CARRIED

MOTION 184/19 (B. Kapoor / S. Purohit)
To approve a requirement that pharmacy technicians must provide a criminal record check, child abuse registry check and adult abuse registry check when applying to the College as a Technician-In-Training. College staff will obtain a legal opinion on the additional recommendation from the Board of Examiners that updated criminal record and abuse registry checks must be submitted every 5 years, which is in line with requirements for pharmacists and pharmacy technicians across the country.

The recommendation that pharmacy technicians be subject to a late fee of 50% of their annual listing fee, if they have not renewed their listing by the annual May 31st expiry date, and if they fail to provide an updated criminal record check, child abuse registry check or adult abuse registry check within 5 years of their last record or registry check, will be revisited once the legal opinion regarding 5 year re-submission requirements is obtained.

CARRIED

f. Discipline Committee

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

MOTION 185/19 (D. Sanderson / T. Mereniuk)

To accept the Discipline Committee Report for information.

CARRIED

g. Awards & Nominating Committee

The Awards & Nominating Committee Report was circulated in advance of the meeting.

At the last committee meeting, the Awards & Nominating Committee acknowledged the request by Pharmacists Manitoba to assume sponsorship of the Bowl of Hygeia award.

The request from Council that each award be evaluated and determined if it meets the mandate of the College was also addressed. Executive Committee has examined the report and recommends that the information presented by the Awards & Nominating Committee be reviewed by the Governance Committee, and recommendations be put forth for Council's consideration.

MOTION 186/19 (T. Mereniuk / P. Prochazka)

To accept the Awards & Nominating Report for information.

CARRIED

h. Audit Committee

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

i. Extended Practice Advisory Committee

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

j. Complaints Committee

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

j. 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 Report and draft Safety IQ Process Map were circulated in advance of the meeting.

MOTION 187/19 (T. Mereniuk / B. Kapoor)

To accept the Safety IQ Committee Report for information.

CARRIED

11. Unfinished Business

- a. Proposed Amendments to *The Pharmaceutical Act* & Regulation to Expand Pharmacist Prescriptive Authority

The final proposal document and letter from President K. Hamilton to Minister Friesen, were circulated in advance of the meeting for information. The documents were sent to government on November 20, 2019.

- b. Pharmacy Technician Final Check Application

MOTION 188/19 (D. Sanderson / P. Prochazka)

That Council maintain the current application and approval process for Pharmacy Technician final check processes in pharmacies, until Pharmacy Technicians are fully regulated in Manitoba.

All in favour: 13

Opposed: 1 (K. Schroeder)

CARRIED

- c. Practice Directions for Approval

- i. Incidents and Near-Miss Events

MOTION 189/19 (K. Schroeder / B. Kapoor)

To approve the Incidents and Near-Miss Events practice direction as circulated.

CARRIED

- ii. Prescribing

MOTION 190/19 (K. Schroeder / L. Raman-Wilms)

To approve the Prescribing practice direction, with the following amendments:

- 1.2. – remove “is”
- 2.9. – remove comma after semicolon
- 2.9.4. – change to “the strength and quantity of the medication, if applicable”

CARRIED

- d. Practice Directions for Council Direction

- i. Administration of Drugs

MOTION 191/19 (D. Forbes / N. Nakatsu)

To refer the Administration of Drugs practice direction and stakeholder feedback to the Standards of Practice Division of the Quality Assurance Committee for further review.

CARRIED

ii. Test Interpretation

MOTION 192/19 (K. Schroeder / T. Mereniuk)

To approve the Test Interpretation practice direction as circulated.

CARRIED

iii. Prescribing and Dispensing, iv. Drug Distribution

MOTION 193/19 (N. Nakatsu / T. Mereniuk)

To refer the Prescribing and Dispensing and Drug Distribution practice directions, and stakeholder feedback, to the Standards of Practice Division of the Quality Assurance Committee for further review.

CARRIED

e. Accessibility Policy – Accessible Customer Service Standard

MOTION 194/19 (T. Mereniuk / L. Andrews)

To approve the Accessibility Policy – Accessible Customer Service Standard as circulated. A summary of this policy and corresponding practices will be made available to the public through various communication tools, including the College website and a paper version available at the College office.

CARRIED

f. Quality Assurance Committee – Terms of Reference

MOTION 195/19 (D. Forbes / N. Nakatsu)

To approve the following revision to the Quality Assurance Committee Terms of Reference, in regards to the Committee's quorum:

A quorum of the Quality Assurance Committee consists of a minimum of three licensed pharmacists, including the Professional Development Division Chair or a designate, the Standards of Practice Division Chair or a designate, and the Chair of the Quality Assurance Committee.

CARRIED

12. New Business

a. CPhM Emergency Preparedness – Emergency Continued Care Prescriptions – Oct 2019 Status Report

Several documents that highlight the timeline of events surrounding the provincial state of emergency in October 2019, and subsequent authorization for pharmacists to temporarily provide Emergency Continued Care Prescriptions, were circulated in advance of the meeting for information.

b. NAPRA National Drug Schedule Update

An update was provided on the staged removal of natural health products, currently included under the *Natural Health Products Regulation*, from NAPRA's National Drug Schedules.

c. Manitoba Prescribing Practices Program (M3P) Considerations

MOTION 196/19

(D. Sanderson / N. Nakatsu)

To approve the addition of Zyrem (sodium oxybate) to the Manitoba Prescribing Practices Program (M3P) list, pending approval from the College of Physicians and Surgeons of Manitoba (CPSM). Approval from CPSM is required for additions to the M3P list.

All in favour: 13

Opposed: 1 (K. Schroeder)

CARRIED

MOTION 197/19

(N. Nakatsu / D. Sanderson)

To approve removal of Foquest from the Manitoba Prescribing Practices Program (M3P) list, as requested by Dr. Anna Ziomek, Registrar, College of Physicians and Surgeons of Manitoba.

CARRIED

d. General Legal Counsel RFP

An update was provided on the request for proposal (RFP) for general legal counsel to the College that was issued on October 21, 2019.

e. CPhM/College of Pharmacy Jurisprudence Modules

An update was provided on development of online jurisprudence modules for the Pharmacy Law course within the College of Pharmacy's PharmD curriculum.

f. Opioid Replacement Therapy Guidelines Update

MOTION 198/19

(L. Raman-Wilms / K. Schroeder)

To approve the updated Opioid Replacement Therapy (ORT) Guidelines, now named the Opioid Agonist Therapy (OAT) Guidelines, for Manitoba pharmacists as circulated.

CARRIED

g. Investigator Appointments

Information regarding development of a joint practice audit process between CPhM and the College of Physicians and Surgeons (CPSM) and the College of Registered Nurses of Manitoba (CRNM) was provided. Recommendation for appointment of a CPSM Practice Consultant to conduct the first joint practice audits is anticipated to follow by electronic vote to Council.

h. Public Representative Appointments to EPPH Advisory Committee

MOTION 199/19

(N. Nakatsu / B. Kapoor)

To approve the appointment of Donna Forbes and Don Himbeault, Public Representatives, to the Extended Practice Pharmacists (EPPH) Committee.

CARRIED

13. Liaison Reports

- 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 verbal report was provided.
 - d. College of Pharmacy Student
No report was provided.
 - g. Pharmacists Manitoba
A report was circulated in advance of the meeting.
 - h. Pharmacy Technician
No report was provided.
 - i. National Association of Pharmacy Regulatory Authorities (NAPRA)
A report was circulated in advance of the meeting.
14. Correspondence
Documents were circulated in advance of the meeting for information.
- a. On Board
 - i. Letter from Megha Kaushal, William Eamer/CPhM Scholarship Recipient
 - ii. Letter from Alissa Enns, Stewart G. Wilcox Award Recipient
15. Council Evaluation
Council members were asked to complete an on-line evaluation following the meeting.
16. Next Meeting
The next meeting of Council is scheduled for:
- DATE: Tuesday, February 18, 2020
TIME: 9:00 a.m. to 4:30 p.m.
LOCATION: 200 Taché Avenue, Winnipeg MB
17. Meeting Adjournment

MOTION 200/19 (D. Sanderson)

To adjourn the meeting at 2:10 p.m.