



College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: info@cphm.ca | Website: www.cphm.ca

Pharmacy Technician Regulatory Issues Ad-Hoc Committee Terms of Reference

Type of committee

An ad-hoc committee created by the recommendations of the College of Pharmacists of Manitoba (CPhM) Executive Committee and approved by CPhM Council.

Purpose

The purpose of the Pharmacy Technician Regulatory Issues Ad-Hoc Committee is to determine and review issues and barriers related to pharmacy technician regulation in Manitoba. The committee will consider feedback from pharmacy technicians, prospective pharmacy technicians, pharmacy managers and pharmacists (and any other pertinent organization/individual). The committee will then provide the Executive Committee and Council with a concise list of barriers and issues along with recommendations on ways to address them.

The purpose of the recommendations is to prioritize and decrease barriers for the practice of pharmacy technicians and to facilitate the attainment of the pharmacy technician designation and scope of practice within the current legislative framework, while still ensuring patient safety and improving patient outcomes. The recommendations will also address improvements that can be made to the CPhM's current policies or processes related to initial applications for pharmacy technicians, maintenance of the pharmacy technician designation and opportunity for pharmacy technicians to work to their full scope of practice

Responsibilities

- Provide Council with a concise list of issues/barriers relevant to pharmacy technician regulation in Manitoba
- Prioritize each issue/barrier as low, medium or high
- Recommend action items to Council for attainable ways of addressing each issue, wherever possible

Membership

The Chair of the ad-hoc committee is appointed by CPhM Council.



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The Chair or a designate must be present at all meetings of the Pharmacy Technician Regulatory Issues Ad-Hoc Committee. The Chair may choose to invite additional participants to meetings when needed to address gaps in knowledge or expertise.

The Pharmacy Technician Regulatory Issues Ad-Hoc Committee will comprise of the following volunteer individuals:

Chair – To be appointed by Council

Ad-Hoc Committee Members

- 1 – CPhM Council member
- 1 – Public representatives
- 1 – Canadian Association of Pharmacy Technicians of Manitoba member
- 3 – Pharmacy Technicians (one of which may be a previous pharmacy technician or technician-in-training)
- 2 – Practicing pharmacists

Diversity: The Pharmacy Technician Regulatory Issues Ad-Hoc Committee will be purposeful in seeking diverse perspectives which will assist in making well advised, informed, diverse and inclusively represented recommendations. Perspectives will be sought from those working in both rural/remote and urban, and community and hospital settings.

Meeting procedures

Schedule: The Pharmacy Technician Regulatory Issues Ad-Hoc Committee will meet at the call of the Chair.

Consensus: Recommendations arising at any meeting of the Pharmacy Technician Regulatory Issues Ad-Hoc Committee should be decided by consensus and, failing that, will be decided by a majority of votes. The Chair may only vote to break or to cause a tied vote. All attending members have the ability to vote.

Format:

The Pharmacy Technician Regulatory Issues Ad-Hoc Committee may meet and conduct business using videoconferencing (ie. Zoom conferencing) or teleconferencing connections or by other electronic means when some or all of the members are unable to meet in person.

Administrative Support: To be provided by College staff. **Remuneration:**

Participation on the ad-hoc committee is on a voluntary basis.



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Conflict-of-interest disclosure

Each ad-hoc committee member must sign and comply with the College's Conflict of Interest Policy and must declare conflicts of interest.

Confidentiality

Each ad-hoc committee member must sign the College's Confidentiality Agreement indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

Accountability

The Pharmacy Technician Regulatory Issues Ad-Hoc Committee is accountable to the Executive Committee and Council. The Chair will report to Council on the activities of the ad-hoc committee.

Approved by Council: Sept 26, 2022