



GP 19: Board of Examiners – Terms of Reference

Policy Type:
Council Governance

Policy No:
GP 19

Effective Date:
June 24, 2024

Last Approval/Revision Date:
February 28, 2025

Policy Review Frequency:
Every Five Years

Purpose

The Board of Examiners (BOE) works with CPhM staff to consider and decide on applications for registration, as outlined Section 10 of the Pharmaceutical Act.

Composition

The Board of Examiners shall be composed of at least five (5) members as follows:

- One (1) current Council member
- Two (2) public representatives
- One (1) pharmacist not on Council
- One (1) pharmacy technician not on Council
- Dean, College of Pharmacy, University of Manitoba, or their designate, Ex-officio, non-voting

Further:

- One or more public representatives appointed by Council from the Citizens' Roster
- One public representative may be appointed by the Minister

A committee member can adopt multiple roles that satisfy the requirements of composition.

Chair

The BOE Chair is appointed by Council.

Term of Service

A term of service shall be two (2) years.

An individual appointed by CPhM may serve three (3) consecutive two-year terms of service.

Quorum

Quorum for the Committee is a majority of the members.

Duties and Responsibilities

The Board of Examiners works with CPhM staff to consider and decide on applications for registration, as outlined in the Pharmaceutical Act.

The Board of Examiners has delegated authority to review and approve the requirements for all categories of registration, licensure and/or listing.

The Board may also consider, examine the credentials of, and decide on the individual applications for registration, licensure and/or listing of the same as needed, and determine any conditions or additional requirements it considers advisable.

Authority and Reporting

The Board of Examiners has delegated authority to review and approve individual applications for registration.

Meeting Schedule

The Board of Examiners will hold at least one (1) meeting per year, or at the request of the Chair.

Staff Support

- Assistant Registrar, Qualifications and Practice Development