



GP 32: Medication Prescribing Practices Program Safety and Innovation Committee – Terms of Reference

Policy Type: Council	Policy No: GP 32	
Effective Date: December 5, 2025	Last Approval/Revision Date: December 5, 2025	Policy Review Frequency: Every Five Years

Purpose

The Medication Prescribing Practices Program Safety and Innovation Committee is a standing committee of the Council of the College of Pharmacists of Manitoba (CPhM) established to oversee the allocation of funds for research projects focused on medication safety for drugs under the Manitoba Prescribing Practices Program (M3P). Its primary responsibilities include soliciting proposals, evaluating submissions, and approving funding for selected projects.

Composition

The Committee shall be composed of five (5) members as follows:

- i. One (1) representative appointed by the College of Pharmacists of Manitoba
- ii. One (1) representative appointed by the College of Physicians and Surgeons of Manitoba
- iii. One (1) representative appointed by the College of Registered Nurses of Manitoba
- iv. One (1) representative appointed by the Manitoba Dental Association
- v. One (1) public representative appointed by CPhM from its Citizens' Roster

Chair

The Chair of the Committee shall be the representative of the College of Pharmacists of Manitoba.

Terms of Service

The term of service shall be two (2) years. An individual appointed by CPhM may serve three (3) consecutive two-year terms of service in the same role on the Committee. The number of terms for all other members is at the discretion of the appointing body.

Quorum

Quorum for the Committee must be 50% plus one.

Duties and Responsibilities

The Medication Prescribing Practices Program Safety and Innovation Committee shall collectively bring expertise in research evaluation, patient safety, and healthcare regulation. The primary duties include:

1. Develop and oversee any policy and process documents required to allow the Committee to meet its responsibilities.
2. Establish selection criteria for evaluating proposals and review, as required.
3. Oversee the call for proposals, evaluate the submissions and allocate funding for selected projects, annually.
4. Make recommendations for regulatory improvements based on research outcomes.
5. Disseminate research findings broadly to system partners.
6. Provide an annual report to the CPhM Finance Committee summarizing funding allocations.

7. Provide an annual report to each College Council represented on the Committee, summarizing research outcomes.

Authority and Reporting

The Medication Prescribing Practices Program Safety and Innovation Committee has the authority to approve funding for one (1) or more research projects within a 12-month period up to the maximum amount provided for in the Manitoba Prescribing Practices Program budget. Continued funding for projects past the 12-month period will be considered on a case-by-case basis after review by the committee.

For clarity, the Medication Safety Research Funding Committee will follow the government fiscal, April 1 to March 31.

The Committee is not responsible for the financial or risk oversight of the funds. These responsibilities remain with the CPhM Finance Committee. It is the responsibility of the Medication Prescribing Practices Program Safety and Innovation Committee to report to the respective Councils on the decisions of the Committee and to the Finance Committee for the research dollars awarded.

Conflict of Interest

Members must disclose any actual, potential, or perceived conflicts of interest to the Chair as soon as they arise. At the beginning of each meeting, members will be asked to declare any conflicts related to the agenda. Members must recuse themselves from discussions or decisions where a conflict exists and may temporarily assign another representative from the respective College.

Meeting Schedule

The Committee will meet at least three (3) times per year, following receipt of funding, for evaluation and selection of proposals, and to review the final research report(s).

Staff Support

CPhM will provide staff support.