COLLEGE OF PHARMACISTS OF MANITOBA

GP 33: Pharmacy Workforce Wellness Ad-Hoc Committee – Terms of Reference

Policy Type:	Policy No:	
Council Governance	GP 33	
Effective Date:	**Last Approval/Revision Date:**	**Policy Review Frequency:**
June 25, 2026	N/A	As required until dissolution

Purpose
The Pharmacy Workforce Wellness Ad-Hoc Committee is established to advise Council, College of Pharmacists of Manitoba (CPhM), on strategies, policies and regulatory approaches that support pharmacy workforce sustainability, professional well-being, and safe pharmacy practice environments in Manitoba, which are key to the delivery of safe quality pharmacy care.

The Ad-Hoc Committee will review evidence, identify system-level risks and recommend actions that align with CPhM's mandate to protect the public by ensuring safe, competent, and ethical pharmacy practice.

Composition
The Ad-Hoc Committee shall be composed of at least five (5) members with the following perspectives and/or experience (past or present):

- Geographical diversity (e.g. urban, rural, northern, remote etc.)
- Practice diversity (e.g. hospital, collaborative team, niche practice, community, etc.)
- Role diversity (e.g. direct patient care, managerial, administration, etc.)
- Diversity in representation (e.g. cultural, ethnic, socio-economic, gender, etc.)

One individual could represent multiple perspectives and/or experiences.

The Ad-Hoc committee shall include the following:

- A full registered pharmacist representative from Pharmacists Manitoba
- A full registered pharmacist representative from Canadian Society of Healthcare Systems Pharmacy - Manitoba Branch
- A pharmacy technician representative from Canadian Association of Pharmacy Technicians
- A public representative appointed by CPhM from its Citizens' Roster
- A representative appointed by CPhM

Chair
The CPhM representative will be the Chair of the Ad-Hoc Committee.

Term of Service
Ad-Hoc Committee members will serve a minimum one-year term, not extending beyond completion of the Ad-Committee's assigned work as part of CPhM's 2025-2027 strategic priority to support Manitoba's pharmacy workforce.

The Ad-Hoc Committee will be dissolved upon submission of its final recommendations to Council as it relates to the 2025-2027 CPhM Strategic Plan.

Quorum
Quorum for the Ad-Hoc Committee is:

- A majority of Ad-Hoc Committee members, or 50% plus one of Ad-Hoc Committee members, and;
- At least one pharmacist, one pharmacy technician and one public representative

Duties and Responsibilities
The Ad-Hoc Committee will:

- Review and assess current and emerging workforce wellness challenges affecting pharmacists, pharmacy technicians, and pharmacies in Manitoba.
- Review relevant data, research, and feedback related to burnout, workload, staffing models, psychological safety, and practice environment risks and the impact on patient safety.
- Identify regulatory levers (standards, practice directions, bylaws, quality assurance mechanisms) that may support improved workforce wellness.
- Recommend feasible short-term and long-term evidence-informed strategies for Council consideration.
- Provide input into communication plans, engagement strategies, and consultation processes related to workforce wellness.
- Undertake any additional tasks assigned by Council.

Authority and Reporting
The Ad-Hoc Committee reports directly to Council and has authority to make recommendations to Council.

Council may request interim updates or direct additional work of the Ad-Hoc Committee.

Meeting Schedule
Meetings will occur at the call of the Ad-Hoc Committee Chair, no less than quarterly.
Additional meetings may be scheduled as needed to meet timelines.

Staff Support
The Ad-Hoc Committee will be supported by a CPhM staff person, as directed by the Registrar & CEO.