



GP 28: Public Consultation Policy

Policy Type:
Governance

Policy No:
GP 28

Effective Date:
May 12, 2025

Last Approval/Revision Date:

Policy Review Frequency:
Yearly

Purpose:

To outline the public consultation process in use by the College of Pharmacists of Manitoba (CPhM) to support the development and amendment of documents that support the regulation of pharmacists and pharmacies in Manitoba including Regulations, Bylaws, Practice Directions, Policies, Guidelines and Code of Ethics prior to implementation.

CPhM regularly reviews its regulatory documents to ensure they align with legislative requirements, best practices, and the evolving needs of the pharmacy profession and the public. The consultation process provides an opportunity for pharmacy professionals and the public to provide feedback on documents to help inform Council's final decision.

Definitions:

Consultation means sending out a draft document and requesting feedback from registrants, the public and system partners.

Document means any of the following: Bylaw, Practice Direction, Policy, Guideline or Code of Ethics, for the purpose of this policy.

Regulation Amendment Consultation Process:

- 1.0 A regulatory change, whether a new proposal, an amendment or proposed repeal, can be identified by either government or CPhM in consultation with government.
- 2.0 CPhM staff meet with the Manitoba Health Legislative Unit staff to advise them of the proposed changes and discuss implications and timeframes.
- 3.0 CPhM staff draft a document for Council consideration that provides the rationale and need for the proposed change, including how it will support safe, ethical patient care and the public interest.
- 4.0 Council reviews the draft document and approves it for consultation.



- 5.0 Once Council approves the draft for consultation, CPhM seeks feedback from registrants, the public, and other system partners by distributing:
 - 5.1 A copy of the proposed new or updated document(s),
 - 5.2 Contact information for submitting feedback, and
 - 5.3 A timeline for receiving feedback (30 days unless otherwise specified).
- 6.0 CPhM will develop an appropriate communication strategy to distribute the relevant information for consultation.
- 7.0 CPhM staff meet with representatives from Manitoba Health to review and discuss the proposed changes and the requirements for drafting the regulations.
- 8.0 A draft of the regulations incorporating feedback received is submitted to Council for consideration.
- 9.0 The proposal for regulatory change is submitted to government for its review, approval and implementation.

Consultation Process for Documents:

- 1.0 All documents that require consultation are brought forward to Council for review by the applicable committee(s). These documents may be in response to Council direction or proposed by the committee(s) for Council consideration, within the committee terms of reference.
- 2.0 Once Council approves the draft document for consultation, CPhM staff seeks feedback from registrants, the public, and other system partners by distributing:
 - 2.1 A copy of the proposed new or updated document(s),
 - 2.2 Contact information for submitting feedback, and
 - 2.3 A timeline for receiving feedback (30 days unless otherwise specified).
- 3.0 CPhM will develop an appropriate communication strategy to distribute the relevant information for consultation.



- 4.0 Following the completed consultation, CPhM staff and Council committees consider all feedback to the proposed documents and make any further appropriate revisions.
- 5.0 Once approved by the committee, they are sent to Council for its consideration and approval.
- 6.0 Once Council approves the final revised document, it is published and distributed as necessary.

Changes to Terminology:

- 1.0 When changes are made to specific terminology but have no bearing on the material content of a policy, no public consultation is required, e.g. change “licenced pharmacist” to “full registered pharmacist” across all practice directions.
- 2.0 Council approval will be sought for the proposed omnibus change and once approved, the change will be applied to all identified documents.
- 3.0 Once all documents have been updated, registrants will be made aware of the changes as required.