



Reserved Acts Ad Hoc Working Group – Terms of Reference

Policy Type: Governance		Policy No: GP 31	
Effective Date: October 3, 2025	Last Approval/Revision Date: October 3, 2025	Policy Review Frequency: As required through duration	

Purpose

The Reserved Acts Ad Hoc Working Group is established to determine the reserved acts to be proposed for the practice of pharmacy when the College of Pharmacists of Manitoba (CPhM) transitions to regulation under *The Regulated Health Professions Act (RHPA)*.

Composition

The Working Group will be comprised of the Registrar & CEO and/or Deputy Registrar & Chief of Staff, up to four practising pharmacists with varied practice experiences to be selected by CPhM, and the Reserved Acts Consultant.

Term of Service

A term of service shall be a maximum of six months and last no longer than the length of the identification and development of the reserved acts.

Quorum

Quorum is three members of the Working Group in addition to the Consultant.

Duties and Responsibilities

The Consultant will lead the process of developing the reserved acts identified for the practice of pharmacy, complete the work as directed by the Working Group meetings, and prepare a final draft of the proposed reserved acts and any conditions/limitations to be submitted to the CPhM Registrar & CEO.

The Working Group will:

1. Identify from the list in the RHPA, the reserved acts that will be proposed for the practice of pharmacy.
2. Determine, as required, any limits or conditions to be placed on the performance of the reserved acts being proposed for pharmacy practice.
3. Consult as needed with pharmacists or other individuals/groups for input and/or expert advice on the reserved acts and any conditions/limitations that have been identified for pharmacy practice.
4. Develop a scope of practice statement for the practice of pharmacy regulation.

Authority and Reporting

The Ad Hoc Working Group reports to the Registrar & CEO.

Meeting Schedule

The Working Group will meet biweekly or at the call of the Registrar & CEO if needed.

The Working Group will be dissolved when the proposed reserved acts for the practice of pharmacy have been determined and the final draft submitted to the Registrar & CEO.

Staff Support

The Ad Hoc Working Group will be supported by:

- Chief Operations Officer