



College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

Phone (204) 233-1411 | Fax: (204) 237-3468

E-mail: info@cphm.ca | Website: www.cphm.ca

COUNCIL MEETING MINUTES MONDAY, DECEMBER 12, 2016 200 TACHE AVENUE, WINNIPEG, MANITOBA

ATTENDANCE:

COUNCILLORS:

Jennifer Ludwig, President
Kevin Hamilton, Vice President
Petr Prochazka, Executive Treasurer
Glenda Marsh, Past President
Wendy Clark
Donna Forbes, Public Representative
Dr. Xiaochen Gu, Interim Dean, College of Pharmacy
Geoff Namaka
Rik Panciera, Public Representative
Sonal Purohit
Derrick Sanderson
Dinah Santos
Audra Taylor, Public Representative
Cheryl Zelenitsky, Public Representative

LIAISONS TO COUNCIL:

Ashley Walus, CSHP Liaison

COLLEGE STAFF:

Susan Lessard-Friesen, Registrar
Todd Mereniuk, Deputy Registrar
Jill Hardy, Assistant Registrar
Kathy Hunter, Quality Assurance and Field Officer
Ronda Eros, Practice Consultant
Kathy Wright, Executive Assistant to the Registrar

UNABLE TO ATTEND:

Susan Balagus, Pharmacy Technician Liaison
Dr. Patricia Caetano, Manitoba Health Liaison
Travis Giavedoni, Public Representative
Brittany Kessler, College of Pharmacy Student
Dr. Brenna Shearer, Pharmacists Manitoba Liaison



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1. Convene

a) Welcome

President Jennifer Ludwig convened the meeting at 9:04 a.m. and welcomed attendees to the meeting. President Ludwig reported that several guests would be joining the meeting throughout the day. Guests include Ms. Certina Ho, BScPhm, MIST, Med, Project Manager at ISMP Canada, joining the Council meeting by invitation from the Quality Assurance Committee, Ms. Penny Shefrin, Pharmacists-at-Risk Committee, to provide Council with an update on the work of the Pharmacists-at-Risk Committee, and Dr. Shawn Bugden, member of the MAiD Expert Medical Team, to provide Council with an update on the work around MAiD in Manitoba.

b) Declaration of Conflict

No Council member indicated a conflict at the time of convening the meeting.

2. Additions to Agenda and Approval of the Agenda

The draft agenda was circulated in advance of the meeting.

MOTION #1: MOVED BY GLENDA MARSH, SECONDED BY PETR PROCHAZKA THAT the agenda be approved as circulated.

CARRIED

3. Approval of Minutes

a) October 17, 2016

The draft minutes of the October 17, 2016, Council meeting were circulated in advance of the meeting.

MOTION #2: MOVED BY DONNA FORBES, SECONDED BY DINAH SANTOS THAT the minutes of the October 17, 2016, Council meeting be approved, as amended to reflect the location of the PEBC meeting in Toronto, not in Ottawa as indicated in the draft minutes.

CARRIED

4. Business Arising from Minutes

The Business Arising from the Minutes of the October 17, 2016, Council meeting was circulated in advance of the meeting.

MOTION #3: MOVED BY DINAH SANTOS, SECONDED BY GLENDA MARSH THAT the Business Arising from the Minutes of the October 17, 2016, Council meeting be accepted for information.

CARRIED

5. Correspondence

a) On Board



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- (i.) Copy of correspondence from Registrar Lessard-Friesen dated November 25, 2016, addressed to Ms. Claire Betker, Acting Executive Director, Public Health Branch, Manitoba Health, Seniors and Active Living, with respect to the special project entitled, “Enhancing Vaccine Uptake in Children and Youth in Manitoba”;
- (ii.) Correspondence from Dr. David T. Barnard, President and Vice-Chancellor at the University of Manitoba, expressing gratitude to the College of Pharmacists of Manitoba for the generous contribution made by the members;
- (iii.) Copy of the program from the University of Manitoba, College of Pharmacy Graduate Studies Awards Reception hosted on December 7, 2016; and
- (iv.) Correspondence from Ms. Amani Hamad dated November 29, 2016, addressed to Registrar Lessard-Friesen and sent to express gratitude for being selected as the recipient of the William G. Eamer / College of Pharmacists of Manitoba Graduate Scholarship

- b) Listed
Not applicable.

9:10 a.m. Ms. Certina Ho joined the meeting and provided Council and College staff with an overview of the Institute for Safe Medication Practices (ISMP) Canada Community Pharmacy Incident Reporting (CPhIR) Program. Ms. Ho left the meeting at 10:00 a.m.

6. Registrar's Report

The Registrar’s Report was circulated in advance of the meeting.

MOTION #4: MOVED BY KEVIN HAMILTON, SECONDED BY SONAL PUROHIT THAT the Registrar’s Report be accepted for information.

CARRIED

7. Deputy Registrar’s Report

The Deputy Registrar’s Report was circulated in advance of the meeting.

MOTION #5: MOVED BY GLENDA MARSH, SECONDED BY DONNA FORBES THAT the Deputy Registrar’s Report be accepted for information.

CARRIED

8. Liaison Reports:

The following liaison reports to Council were circulated in advance of the meeting: Pharmacy Examining Board of Canada, Canadian Society of Hospital Pharmacists, College of Pharmacy Student, National Association of Pharmacy Regulatory Authorities and Pharmacists Manitoba.

- a) Pharmacy Examining Board of Canada (PEBC)



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The Pharmacy Examining Board of Canada report was circulated in advance of the meeting.

- b) College of Pharmacy
Dr. Xiaochen Gu provided a verbal report at the meeting.
- c) Canadian Society of Hospital Pharmacists (CSHP)
The Canadian Society of Hospital Pharmacists report was circulated in advance of the meeting.
- d) College of Pharmacy Student
The College of Pharmacy Student report was circulated in advance of the meeting.
- e) National Association of Pharmacy Regulatory Authorities
The National Association of Pharmacy Regulatory Authorities report was circulated in advance of the meeting.

MOTION #6: MOVED BY PETR PROCHAZKA, SECONDED BY GLENDA MARSH THAT the Governance Committee be tasked with reviewing NAPRA's proposed change to NAPRA Governance and provide a recommendation to Council at the February 6, 2017, Council meeting.

CARRIED

- f) Pharmacists Manitoba
The Pharmacists Manitoba report was circulated in advance of the meeting.
- g) Manitoba Health
No report.
- h) Pharmacy Technician
No report.

MOTION #7: MOVED BY RIK PANCIERA, SECONDED BY GEOFF NAMAKA THAT the Pharmacy Examining Board of Canada, Canadian Society of Hospital Pharmacists, College of Pharmacy Student, National Association of Pharmacy Regulatory Authorities and Pharmacists Manitoba reports be accepted for information.

CARRIED

- 9. Committee Reports:
President Ludwig turned the chair over to Vice President Hamilton.
 - a) Executive Committee



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The Executive Committee Report to Council was circulated in advance of the meeting. The report was presented in two sections: 1.) For Information to Council; and 2.) Recommendations to Council.

MOTION #8: MOVED BY GLENDA MARSH, SECONDED BY GEOFF NAMAKA THAT the “for information” section of the Executive Committee report be accepted for information.

CARRIED

MOTION #9: MOVED BY JENNIFER LUDWIG, SECONDED BY CHERYL ZELENITSKY THAT Baldur Pharmacy be required to adhere to the standards established by the College that a pharmacy be opened for a minimum of 25 hours and four days per week.

CARRIED

MOTION #10: MOVED BY JENNIFER LUDWIG, SECONDED BY RIK PANCIERA THAT the bylaws be modified to read:

Board of Examiners

8.04(b) The Voting Members appointed to the Board of Examiners must serve for a term of two years and will be eligible for re-appointment for a maximum of **four** further consecutive terms.

Complaints Committee

8.05(b) A member of the complaints committee must serve for a term of two years and will be eligible for re-appointment for a maximum of **four** further consecutive terms.

Discipline Committee

8.07(b) A member of the discipline committee must serve for a term of two years and will be eligible for re-appointment for a maximum of **four** further consecutive terms.

CARRIED

MOTION #11: MOVED BY JENNIFER LUDWIG, SECONDED BY GLENDA MARSH THAT Council approves the Strategic Plan as presented.

CARRIED

Vice President Hamilton returned the chair to President Ludwig.

11:50 a.m. Ms. Penny Shefrin, Chair of the Pharmacists-at-Risk Committee, joined the meeting to educate Council on the work of the Pharmacists-at-Risk program.

12:10 – 1:15 p.m. Lunch Break



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1:15 p.m. Ms. Shefrin leaves the meeting.

1:30 p.m. Assistant Registrar Jill Hardy leaves the meeting.

- b) Quality Assurance Committee (includes Standards of Practice & Professional Development Division reports)

The Quality Assurance Committee Report to Council, including the Standards of Practice Division Report and Professional Development Division Report, was circulated in advance of the meeting.

MOTION #12: MOVED BY DINAH SANTOS, SECONDED BY CHERYL ZELENITSKY THAT the College implement the Quality Assurance Self-Assessment for New Pharmacies.

MOTION TABLED

MOTION #13: MOVED BY DERRICK SANDERSON, SECONDED BY WENDY CLARK THAT Council is supportive of a pilot project for the ISMP Community Pharmacy Incident Reporting (CPhIR) Program and tasks the College with exploring the further resources needed to implement the program in community pharmacy practice.

CARRIED

MOTION #14: MOVED BY SONAL PUROHIT, SECONDED BY DINAH SANTOS THAT Council approves the CNRC Tobacco Educator Course as one of the accepted programs required for authorization to prescribe a drug for smoking cessation.

CARRIED

MOTION #15: MOVED BY DERRICK SANDERSON, SECONDED BY WENDY CLARK THAT Council approves that the PACT Level 2 – Motivational Interviewing be included as a requirement in addition to PACT Level 1 in the list of approved programs required for authorization to prescribe a drug for smoking cessation.

CARRIED (1 abstention)

MOTION #16: MOVED BY DERRICK SANDERSON, SECONDED BY AUDRA TAYLOR THAT the draft practice direction entitled, “Referring a Patient” be directed back to the Standards of Practice Committee for final draft after consideration of the feedback received during the consultation period.

CARRIED



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1:55 p.m. – 2:04 p.m. Break

2:05 p.m. Dr. Shawn Bugden joined the Council meeting to provide an update on the work related to Medical Assistance in Dying (MAiD) in Manitoba.

2:25 p.m. Public Representative Donna Forbes leaves the meeting.

3:10 p.m. Dr. Shawn Bugden leaves the meeting.

c) Governance Committee

The Governance Committee report was circulated in advance of the meeting.

MOTION #17: MOVED BY GEOFF NAMAKA, SECONDED BY DERRICK SANDERSON THAT the Governance Committee report be accepted for information.

CARRIED

The draft policy entitled, “Policy Statement: Delegation of Authority to the Registrar” was circulated in advance of the meeting.

MOTION #18: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT the draft policy entitled, “Policy Statement: Delegation of Authority to the Registrar” be approved.

CARRIED

d) Finance & Risk Management Committee

The Finance & Risk Management Committee Report was circulated in advance of the meeting.

MOTION #19: MOVED BY GLENDA MARSH, SECONDED BY WENDY CLARK THAT the Finance & Risk Management Committee Report be accepted for information.

CARRIED

e) Board of Examiners

The Board of Examiners Report to Council was circulated in advance of the meeting.

MOTION #20: MOVED BY DERRICK SANDERSON, SECONDED BY GLENDA MARSH THAT the Board of Examiners Report to Council be accepted for information.

CARRIED

f) Discipline Committee

The Discipline Committee Report to Council was circulated in advance of the meeting.



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MOTION #21: MOVED BY GLENDA MARSH, SECONDED BY KEVIN HAMILTON THAT the Discipline Committee Report to Council be accepted for information.

CARRIED

- g) Awards & Nominating Committee
Past President Glenda Marsh indicated that the deadline for submitting award nominations is January 11, 2017.
- h) Extended Practice Advisory Committee
The Extended Practice Advisory Committee Report to Council was circulated in advance of the meeting.

MOTION #22: MOVED BY RIK PANCIERA, SECONDED BY PETR PROCHAZKA THAT the Extended Practice Advisory Committee Report to Council be accepted for information.

CARRIED

10. Unfinished Business

- a) Regulations Implementation Update
 - (i.) Lab Test Ordering and eChart in Community Pharmacies
Efforts continue to be made with respect to implementation of lab test ordering in community pharmacies.
 - (ii.) Extended Practice Pharmacist Advisory Committee
The first meeting of the Extended Practice Pharmacist Advisory Committee took place on September 27, 2016. The conversation at the meeting was productive and College staff were tasked with the following:
 1. Seek legal counsel on the best method for adding an Extended Practice Pharmacist to the committee;
 2. Conduct an environmental scan to determine audit criteria for extended practice pharmacists and/or practitioners throughout Canada and other jurisdictions;
 3. Research the rationale of the hour requirements for the designations listed in the regulation; and
 4. Request that Council create criteria for measuring potential programs for qualification as an Extended Practice Pharmacist

The College is awaiting correspondence from the Assistant Deputy Minister of Health, Seniors & Active Living regarding an alternate nomination to the committee.

- (iii.) Pharmacy Technician update



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Practice Consultant Ronda Eros provided a verbal update on her recent attendance at a meeting of NAPRA's National Committee on Pharmacy Technician.

(iv.) Ad-hoc Committee for Self-Limiting Conditions

The ad-hoc committee has been completing assignments for environmental scans and recommendations; a verbal progress report was provided by Vice President Kevin Hamilton.

b) Applications for 2017

The drafts of the Preceptor Application, the Intern Application and the Pharmacy Technician Application for the year starting on June 1, 2017, were circulated in advance of the meeting.

MOTION #23: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT the Preceptor Application, the Intern Application and the Pharmacy Technician Application for the year starting on June 1, 2017 be approved.

CARRIED

c) Schedule to Review and Approve Financial Statements for Publication in the Annual Report

The timeline for review and approval of the financial statements for presentation in the annual report was circulated in advance of the meeting. Council was supportive of the timeline.

d) Implementation of NAPRA Compounding Standards

Assistant Registrar Jill Hardy is the College's lead on the work surrounding the NAPRA compounding standards. Ms. Hardy provided a summary document and recommendation for the timelines for implementation of the standards in advance of the meeting. Note that Ms. Hardy left the Council meeting at 1:30 p.m. However, this item was considered while Ms. Hardy was in attendance.

MOTION #24: MOVED BY XIAOCHEN GU, SECONDED BY KEVIN HAMILTON THAT Council approves in principle the proposed timeline for implementation of the NAPRA Compounding standards for non-hazardous sterile preparations and hazardous sterile preparations.

CARRIED

MOTION #25: MOVED BY DERRICK SANDERSON, SECONDED BY RIK PANCIERA THAT Ms. Stephanie Dudok, Senior Policy Analyst, Acute, Tertiary & Specialty Care Administrative Team, at Manitoba Health, and Mr. Paul Penner and Mr. Pat Trozzo of CancerCare Manitoba be invited to the February 6, 2017, Council meeting to review the implementation timeline for the NAPRA Compounding Standards.

CARRIED



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e) Medical Assistance in Dying (MAiD) (*)

Council was joined by special guest Dr. Shawn Bugden for a discussion and update on MAiD in Manitoba. Council was provided with an environmental scan prepared by Practice Consultant Ronda Eros which describes MAiD guideline documents in place in other provinces.

f) Update on Naloxone

A verbal update on the distribution of naloxone in Manitoba was provided at the meeting.

g) Committee Appointments

An appointment to the Board of Examiners remains outstanding.

11. New Business

a) Approval of Schedule D to the by-law

Council is the body that approves the by-law. In advance of the meeting, Council was provided Schedule D to the by-law which has been updated to reflect the change in per diem amount for 2017, as approved by the previous Council at their February 8, 2016, meeting.

MOTION #26: MOVED BY KEVIN HAMILTON, SECONDED BY SONAL PUROHITTHAT Schedule D to the by-law be approved.

CARRIED

b) Implementation of the Pharmacy Technician Final Check Application

At the October 17, 2016, meeting, Council approved for implementation the Pharmacy Technician Final Check Application. In discussions regarding the implementation at the staff level, it became evident that implementing the application would result in questions from institutional pharmacy practices. Council was provided a report detailing historical information regarding the “tech-check-tech” program (implemented while under the previous legislation) and the current “Alternate Verification Program” (AVP) (developed in 2013 in anticipation of the current legislation). The AVP program was intended to be a transitional program until such time that sufficient numbers of pharmacy assistants become regulated pharmacy technicians. A decision as to an end date for the AVP was not established at the Council meeting.

MOTION #27: MOVED BY DERRICK SANDERSON, SECONDED BY RIK PANCIERA THAT the Regional Pharmacy Directors be invited to the January 9, 2017, Executive Committee meeting to discuss the proposed end date for the Alternate Verification Program.

CARRIED

Councillor Derrick Sanderson left the meeting at 4:10 p.m.

c) Exempted Codeine Preparations



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Health Canada is considering the removal of the exemption in the Controlled Drugs and Substances Act that currently permits certain low-dose codeine products to be dispensed without a prescription. Currently, pharmacists are not defined as practitioners under the CDSA. In the event that Health Canada does proceed with removal of the exemption for these low dose codeine products, pharmacists will no longer be permitted to prescribe these products in Manitoba. Council considered an issue sheet related to the matter.

- d) **Manitoba Government Stakeholder Engagement: Health Innovation and Sustainability Review (HSIR)**
KPMG is conducting a series of sessions with many stakeholders as part of the provincial Health Innovation and Sustainability Review (HSIR). In advance of the meeting, Council was provided the interview guide forwarded by Manitoba Health to the Registrar.
- e) **Recommendation to rescind Council motion from 2006**
The College became aware of a motion made by Council in 2006, and has received information from our general counsel that the motion should be rescinded.

MOTION #28: MOVED BY RIK PANCIERA, SECONDED BY KEVIN HAMILTON THAT the following motion be rescinded, effective immediately: COUNCIL MEETING, M.Ph.A. MINUTES: MONDAY, FEBRUARY 13, 2006 - MOTION #11: MOVED BY GARY CAVANAGH, SECONDED BY ROB JASKA THAT ALL Discipline Hearing fines and costs be due within 30 days of the decision with no extensions.

CARRIED

- f) **In Camera Session**
Several items were considered during the “In Camera” session. CSHP Liaison Ashely Walus left the meeting at 4:35 p.m. in advance of the in camera session. College staff were invited to remain during the in camera session.

Council moved to a regular session.

MOTION #29: MOVED BY RIK PANCIERA, SECONDED BY CHERYL ZELENTSKY THAT the Standards of Practice Division of the Quality Assurance Committee be tasked with developing a specific statement or include a statement in section 2.6 of the “Advertising” practice direction that will describe the role of the pharmacist in providing patient care.

CARRIED

Discussion ensued as to whether the advertising was non-compliant with Section 126 of the Pharmaceutical Regulation or whether it may breach the Code of Ethics. Legal counsel will be consulted for an opinion.



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Council returned to an in camera session. Councillor Dinah Santos, Deputy Registrar Todd Mereniuk, and Quality Assurance & Field Officer Kathy Hunter left the meeting at 5:15 p.m.

Council moved to a regular session.

MOTION #30: MOVED BY PETR PROCHAZKA, SECONDED BY RIK PANCIERA THAT, as the College originally established the Young Leader Awards, the College serve as the sole sponsor of the awards commencing in 2018.

CARRIED

Councillor Geoff Namaka left the meeting at 5:30 p.m. Council returned to an in camera session and the Registrar and Executive Assistant were invited to remain in the meeting.

Executive Assistant Kathy Wright left the meeting at 5:40 p.m. Council remained in camera.

Council returned to a regular session at 6:00 p.m.

g) Adjourn

MOTION #31: MOVED BY CHERYL ZELENITSKY THAT the meeting adjourn.

CARRIED

The meeting adjourned at 6:00 p.m.