



# 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](mailto:info@cphm.ca) | Website: [www.cphm.ca](http://www.cphm.ca)

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## COUNCIL MEETING MINUTES

MONDAY, JUNE 19, 2017

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  
Travis Giavedoni, Public Representative (Via teleconference)  
Geoff Namaka  
Rik Panciera, Public Representative  
Sonal Purohit  
Derrick Sanderson  
Dinah Santos  
Audra Taylor, Public Representative  
Cheryl Zelenitsky, Public Representative

#### LIAISONS TO COUNCIL:

Susan Balagus, Pharmacy Technician Liaison  
Dr. Patricia Caetano, Manitoba Health Liaison  
Jill Ell on behalf of Dr. Brenna Shearer, Pharmacists Manitoba Liaison  
Grazia Prochazka, CSHP Liaison  
Michael Szelemej, College of Pharmacy Student

#### COLLEGE STAFF:

Susan Lessard-Friesen, Registrar  
Kathy Hunter, Assistant Registrar  
Ronda Eros, Practice Consultant  
Kathy Klimasara, Executive Assistant to the Registrar

#### UNABLE TO ATTEND:

Dr. Xiaochen Gu, Interim Dean, College of Pharmacy  
Jill Hardy, Assistant Registrar



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## 1. Convene

### a) Welcome

President Jennifer Ludwig convened the meeting at 9:05 a.m. and welcomed attendees to the meeting. Council Members, liaisons to Council, and College staff introduced themselves.

### b) Declaration of Conflict

Councillor Wendy Clark declared a conflict of interest with agenda item 10.c) 1.

Councillor Geoff Namaka declared a conflict of interest with agenda item 10.e) 10.

Councillors Clark and Namaka were invited to stay for the discussion surrounding the respective agenda items as the perspective that could be offered was valuable to Council in review of the Pharmacy Technician Final Check Program Application.

## 2. Additions to Agenda and Approval of the Agenda

The draft agenda was circulated in advance of the meeting.

**MOTION #1: MOVED BY PETR PROCHAZKA, SECONDED BY CHERYL ZELENITSKY THAT the agenda be approved as circulated.**

**CARRIED**

## 3. Approval of Minutes

### a) April 7, 2017

The draft minutes of the April 7, 2017, Council meeting were circulated in advance of the meeting.

**MOTION #2: MOVED BY GLENDA MARSH, SECONDED BY DONNA FORBES THAT the minutes of the April 7, 2017, Council meeting be approved.**

**CARRIED**

### b) April 8, 2017 – Annual General Meeting

The draft minutes of the April 8, 2017, Annual General Meeting were circulated in advance of the meeting.

**MOTION #3: MOVED BY PETR PROCHAZKA, SECONDED BY AUDRA TAYLOR THAT the minutes of the April 8, 2017, Annual General Meeting be approved for presentation to the members.**

**CARRIED**

## 4. Business Arising from Minutes

The Business Arising from the Minutes of the April 7, 2017, Council meeting was circulated in advance of the meeting.



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**MOTION #4: MOVED BY KEVIN HAMILTON, SECONDED BY GLENDA MARSH THAT** the Business Arising from the Minutes of the April 7, 2017, Council meeting be accepted for information.

## **CARRIED**

### 5. Correspondence

#### a) On Board

- (i.) Copy of correspondence from President Ludwig dated April 10, 2017, addressed to Ms. Penny Shefrin with respect to Ms. Shefrin's retirement.
- (ii.) Copy of correspondence from Registrar Susan Lessard-Friesen dated April 18, 2017, addressed to Ms. Ashley Walus regarding Council appointing her to the College's Finance and Risk Management Committee.
- (iii.) Correspondence from Executive Director Dayle Acorn from the Canadian Foundation for Pharmacy (CFP) dated February 14, 2017, addressed to the Registrar expressing appreciation for donations received from the College to CFP.
- (iv.) Copy of correspondence from the Registrar dated May 18, 2017, addressed to Marr Finlayson Pollock LLP advising that the College has appointed the firm as legal counsel to the College until April 2019.
- (v.) Correspondence from Marr Finlayson Pollock LLP dated May 30, 2017, addressed to the Registrar expressing gratitude that the firm has been retained as legal counsel to the College.
- (vi.) Correspondence from Ms. Katlyn Taylor addressed to the College expressing appreciation for being the recipient of the J.R. Murray Convocation Prize for 2017.
- (vii.) Program for the "Welcome to the Profession & Awards Ceremony" which took place on June 8, 2017.
- (viii.) Copy of correspondence from Dr. Xiaochen Gu, Interim Dean at the College of Pharmacy, Rady Faculty of Health Sciences, University of Manitoba, regarding conclusion of Dr. Gu's term on Council.
- (ix.) Copy of correspondence from the Graduation Committee dated June 14, 2017, addressed to the Communications and Quality Assurance Coordinator regarding the College's donation to the graduation dinner event.
- (x.) Correspondence from Ms. Jane Lastra, Director of Financial Aid and Awards, Enrolment Services, University of Manitoba, addressed to the Registrar regarding the awarding of the Silver Medal in Fourth Year Pharmacy.
- (xi.) Correspondence from Ms. Jane Lastra, Director of Financial Aid and Awards, Enrolment Services, University of Manitoba, addressed to the Registrar regarding the awarding of the Gold Medal in Fourth Year Pharmacy.
- (xii.) Correspondence from Ms. Jane Lastra, Director of Financial Aid and Awards, Enrolment Services, University of Manitoba, addressed to the Registrar regarding the awarding of the President's Prize.



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(xiii.) Correspondence from Jane Lastra, Director of Financial Aid and Awards, Enrolment Services, University of Manitoba, addressed to the Registrar regarding the appointment of the J.R. Murray Convocation Prize.

(xiv.) Correspondence from Dr. Terry Babick, Deputy Registrar, The College of Physicians and Surgeons of Manitoba, dated June 5, 2017, addressed to the Registrar as cover letter to the 2012 Annual Report of the Child Health Standards Committee.

(xv.) Manitoba Institute for Patient Safety 2016 – 2017 Annual Report.

b) Listed  
Not applicable.

6. College Operations Report  
The Operations Report was circulated in advance of the meeting.

**MOTION #5: MOVED BY DINAH SANTOS, SECONDED BY DONNA FORBES THAT the Operations Report be accepted for information.**

**CARRIED**

9:11 a.m. - Dr. Patricia Caetano arrives

7. Liaison Reports:  
The following liaison reports to Council were circulated in advance of the meeting: College of Pharmacy Student, Pharmacists Manitoba, and Pharmacy Technician.

a) Pharmacy Examining Board of Canada (PEBC)  
No written report.

b) College of Pharmacy  
No written report.

c) Canadian Society of Hospital Pharmacists (CSHP)  
No written report.

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  
No written report.

f) Pharmacists Manitoba  
The Pharmacists Manitoba report was circulated in advance of the meeting.



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g) Manitoba Health

Dr. Patricia Caetano distributed the following documents at the meeting, “Navigating Opioids for Chronic Pain” and “Diabetic Test Strips”.

h) Pharmacy Technician

The Pharmacy technician report was circulated in advance of the meeting.

**MOTION #6: MOVED BY PETR PROCHAZKA, SECONDED BY DINAH SANTOS THAT** the College of Pharmacy Student, Pharmacists Manitoba, and Pharmacy Technician reports be accepted for information.

**CARRIED**

10:25 a.m. - Dr. Patricia Caetano leaves the meeting.

10:25 a.m. – 10:30 a.m. – Break

8. Committee Reports:

President Ludwig turned the chair over to Vice President Kevin Hamilton.

a) Executive Committee

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 #7: MOVED BY CHERYL ZELENITSKY, SECONDED BY GLENDA MARSH THAT** the “For Information” section of the Executive Committee report be accepted for information.

**CARRIED**

Vice-President Hamilton returned the Chair to President Ludwig.

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 #8: MOVED BY DINAH SANTOS, SECONDED BY PETR PROCHAZKA THAT** the Quality Assurance Committee Report to Council, including the Standards of Practice Division Report and Professional Development Division Report be accepted for information.

**CARRIED**



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c) Governance Committee

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

**MOTION #9: MOVED BY DINAH SANTOS, SECONDED BY AUDRA TAYLOR THAT** the Governance Committee report be accepted for information.

**CARRIED**

**MOTION #10: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT** Council approve the Conflict of Interest Policy for Council and College Committee Members for implementation by the College.

**CARRIED**

d) Finance & Risk Management Committee

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

**MOTION #11: MOVED BY CHERYL ZELENITSKY, SECONDED BY DONNA FORBES THAT** the Finance & Risk Management Committee Report be accepted for information.

**CARRIED**

**MOTION #12: MOVED BY PETR PROCHAZKA, SECONDED BY CHERYL ZELENITSKY THAT** the remaining balance of the Building Fund of \$19,704 and the Legal Defence Reserve of \$50,000 be transferred to the general accounts of the College.

**CARRIED**

e) Board of Examiners

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

**MOTION #13: MOVED BY PETR PROCHAZKA, SECONDED BY AUDRA TAYLOR THAT** the Board of Examiners Report to Council be accepted for information.

**CARRIED**

f) Discipline Committee

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

**MOTION #14: MOVED BY DINAH SANTOS, SECONDED BY PETR PROCHAZKA THAT** the Discipline Committee Report be accepted for information.



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## CARRIED

- g) Awards & Nominating Committee  
No written report.
- h) Extended Practice Advisory Committee  
The Extended Practice Advisory Committee Report was circulated in advance of the meeting.

**MOTION #15: MOVED BY KEVIN HAMILTON, SECONDED BY GLENDA MARSH THAT** the Extended Practice Advisory Committee Report be accepted for information.

## CARRIED

- 9. Unfinished Business
  - a) Regulations Implementation Update
    - (i.) Lab Test Ordering and eChart in Community Pharmacies  
Efforts continue with respect to implementation of lab test ordering in community pharmacies. The Registrar provided a verbal update on this matter at the meeting.
    - (ii.) Ad-hoc Committee for Self-Limiting Conditions  
The discussion document with the rationale for recommendations made by the ad-hoc committee on self-limiting conditions was circulated in advance of the meeting. Vice President Kevin Hamilton provided a verbal update during the meeting on the efforts and recommendations of the ad-hoc committee and consideration of a new category of pharmacist prescribing when an assessment and diagnosis is made by a physician, nurse practitioner or other designated health professional.

- b) Inducements  
At the February 6, 2017, meeting, Council was informed that the College received several calls and emails from pharmacists with concerns that promotional programs being undertaken by various pharmacies may violate the practice direction entitled, “Advertising” or the Code of Ethics. Council determined that a brainstorming session would be planned to propose ideas for next steps on this issue. Councillors Wendy Clark and Geoff Namaka volunteered to participate in this brainstorming session. An interested member also volunteered for the session. The session was held on May 12, 2017. An Executive Summary was distributed in advance of the meeting.

**MOTION #16: MOVED BY WENDY CLARK, SECONDED BY SONAL PUROHIT THAT** Council establish an ad-hoc committee to continue the work regarding inducements and develop a survey to engage the members on this issue.

## CARRIED





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- c) Draft Guidelines for Pharmacists Dispensing Mifegymiso in Manitoba  
Unlike the Colleges in British Columbia and Ontario, the College of Physicians and Surgeons of Manitoba has made no recommendation regarding the distribution of Mifegymiso. The draft Guidelines for Pharmacists Dispensing Mifegymiso in Manitoba, therefore, follows the current Health Canada recommendations whereby pharmacists dispense Mifegymiso directly to the physician to provide to the patient.

Council was asked to consider and approve the draft Guidelines for Pharmacists Dispensing Mifegymiso in Manitoba as they are currently drafted. Council was further asked to consider an additional approval allowing the guidelines to be modified should Health Canada approve the distributor's (Celopharma) request to allow pharmacists to dispense directly to the patient and extend the gestational age for use of Mifegymiso.

**MOTION #17: MOVED BY PETR PROCHAZKA, SECONDED BY DONNA FORBES THAT** the draft guidelines be approved with the amendment that should Health Canada approve the distributor's (Celopharma) request to allow pharmacists to dispense directly to the patient and extend the gestational age for use of Mifegymiso, the guidelines will be so amended.

**CARRIED**

- d) Review of the *Personal Health Information Act*  
At the April 7, 2017, meeting, Council was invited to participate in the review of the *Personal Health Information Act* (PHIA). The Registrar and Executive Assistant met with the Executive Director of the Legislative Unit to discuss the comprehensive review of the operation of PHIA, which is intended to ensure that PHIA continues to meet its objectives and reflect contemporary needs. Subsequent to that meeting, the College provided Manitoba Health with feedback on PHIA. The feedback was distributed in advance of the Council meeting.

- e) Joint Practice Statement: Rural, Remote and Underserved Populations: Access to Prescribed Medications

Over the course of several years, the College has participated with the College of Licensed Practical Nurses of Manitoba, the College of Physicians and Surgeons of Manitoba, the College of Registered Nurses of Manitoba, and the College of Registered Psychiatric Nurses of Manitoba to prepare a joint statement that would outline practice expectations to deliver safe, timely treatment when supplying needed medication to a client in a rural and remote area of the province where there is no immediate access to a prescriber or pharmacist. The Joint Statement was distributed in advance of the meeting.

**MOTION #18: MOVED BY DERRICK SANDERSON, SECONDED BY RIK PANCIERA THAT** Council approve the Joint Practice Statement: Rural, Remote and Underserved Populations: Access to Prescribed Medications for implementation.

**CARRIED**





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12:05 p.m. – 12:35 p.m. – Lunch Break

- f) Preferred Pharmacy Provider Networks & Cross-Jurisdictional Pharmacy Practice  
The College brought forward the matter of preferred pharmacy provider networks and this cross-jurisdictional pharmacy practice to the CPRC Meeting of April 24 – 25, 2017. CPRC agreed to discuss this issue further at their September meeting and the Registrar will be the CPRC lead on this discussion.

- g) Ratification of Email Vote  
From May 26<sup>th</sup> – 29<sup>th</sup>, 2017, Council participated in the following email vote which requires ratification:

**MOTION #19: MOVED BY KEVIN HAMILTON, SECONDED BY PETR PROCHAZKA THAT** Council ratifies the email vote that the College is to conduct a mail-in vote of the membership to seek approval of a resolution in support of the government’s legislative proposal to amend *The Pharmaceutical Act* to permit the Council only to approve amendments to the regulations prior to submission to government for final approval.

**CARRIED**

- h) Policy and Procedure: Regulation Amendment Process  
At the February 8, 2016, Council meeting, the Executive Committee was tasked with drafting the College’s policy statement on an approved pharmaceutical regulations amendment process, which was to reflect the College’s broadly consultative regulations development process. The draft policy statement was distributed in advance of the meeting.

**MOTION #20: MOVED BY KEVIN HAMILTON, SECONDED BY GLENDA MARSH THAT** Council approve the policy statement “Policy and Procedure: Regulation Amendment Process” for implementation.

**CARRIED**

## 10. New Business

- a) College’s actions in response to the Opioid Crisis  
The College has been participating on a provincial and national basis in response to the current opioid crisis. An action plan prepared by pharmacy regulators for Canada’s opioid crisis was circulated in advance of the meeting. Additionally, the Registrar presented at the Federation of Medical Regulatory Authorities of Canada (FMRAC) Annual Educational Conference on June 12<sup>th</sup>, 2017. The theme of the national conference was “The Regulation of Opioid Prescribing: Turning Our Minds to Collaborative Solutions” and the Registrar was joined on the panel by the Executive Director of the College of Registered Nurses of Manitoba. The slideshow for this presentation was distributed in advance of the meeting which outlines the College’s provincial efforts in response to the opioid crisis.



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Additionally, Assistant Registrar Jill Hardy attended the CPhA Conference earlier in June and reported on her observations from the Pharmacy Opioid Summit:

- The opioid crisis and naloxone availability were key areas of discussion during the CPhA Conference. As part of the Pharmacy Opioid Summit on Friday, Costco, Sobeys and Shoppers Drug Mart have all committed to ensuring that naloxone kits are available in ALL of their pharmacies across Canada.
- Dr. Kelly Grindrod and her team at the University of Waterloo have developed some excellent educational materials regarding the opioid crisis and naloxone, which she shared during her presentation:  
<https://uwaterloo.ca/pharmacy/naloxone-and-opioid-crisis-resources> The third video, “Naloxone Made Easy”, has been very well received.
- Dr. Supriya Sharma, Health Canada’s Chief Medical Advisor, participated in the CPhA Pharmacy Opioid Summit and attended the conference. During the Summit, Dr. Sharma stated that Health Canada is willing to consider the addition of pharmacists to the New Class of Practitioners if a proposal is submitted, which would allow pharmacists to prescribe drugs under the *Controlled Drugs and Substances Act* (CDSA). The intent of this addition is to allow pharmacists to taper doses for patients taking high-dose opioids. CPhA was very excited about this possibility. This change in the CDSA to include pharmacists as practitioners would also benefit Manitoba as pharmacists will continue to be permitted to prescribe exempted codeine products should Health Canada decide to make these products available by prescription only.

b) Draft guideline on Conscientious Objection

Practice Consultant Ronda Eros and Assistant Registrar Kathy Hunter collaborated on drafting a guideline document addressing circumstances when a pharmacist may exercise their conscientious objection in relation to provision of a pharmacy service or drug. Initially, it was drafted in relation to Medical Assistance in Dying, but can be applied to other practice situations. Council is to consider approving the principles contained within the draft guideline document. Upon Council’s approval-in-principle, a practice direction will be drafted by the College based on this guideline document. The draft practice direction will then be provided to the Standards of Practice Division of the Quality Assurance Committee for their consideration.

**MOTION #21: MOVED BY PETR PROCHAZKA, SECONDED BY RIK PANCIERA THAT** Council approve-in-principle the draft guideline on Conscientious Objection and task the College with the development of a practice direction based on the guidelines to be reviewed by the Standards of Practice Division of the Quality Assurance Committee for their consideration.

**CARRIED**

c) Bill 34 – *Medical Assistance in Dying (Protection for health professions and others) Act*



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The College was made aware of the introduction of Bill 34 – *Medical Assistance in Dying (Protection for health professions and others) Act*. A copy of the legislation was circulated in advance of the meeting for information. The College began work to gain a better understanding of how this new Act will affect healthcare professionals including pharmacists. The Registrar advised Council that she met with representatives from Manitoba Health, the College of Physicians and Surgeons of Manitoba and the College of Registered Nurses of Manitoba on June 5<sup>th</sup>, 2017, and discussed Bill 34. The use of the word “aid” in the legislation requires clarification and the Registrar will seek a written legal opinion on this matter.

d) Drug Distribution / Dispensing for Veterinary Use

Council was advised that the Registrar attended a meeting of the CPRC via conference call on June 2, 2017, and is participating on a CPRC working group in conjunction with members of the Canadian Council of Veterinary Registrars to assist in examining issues related to drug distribution and dispensing to animals by pharmacists and veterinarians.

e) Pharmacy Technician Final Check Applications

Council is the body that considers Pharmacy Technician Final Check Applications. College staff review the applications for completeness, and to determine if the proposed procedures are in line with the legislation and requirements. When the College staff feel additional information is needed, they discuss these deficiencies with the applicant and request that the application be resubmitted.

Since the inception of the Pharmacy Technician Final Check Program in early 2017, Council has considered applications at each meeting (three applications at the February 6, 2017, Council meeting, six applications at the April 7, 2017, Council meeting and eleven applications at this Council meeting). The College anticipates that the receipt and review of applications will increase.

The Pharmacy Technician Final Check Application Review Form used by College staff in their review was circulated in advance of the meeting. Council considered a motion to delegate operationalization of the approval process for the Pharmacy Technician Final Check Applications to the College.

**MOTION #22: MOVED BY DERRICK SANDERSON, SECONDED BY KEVIN HAMILTON THAT** Council approve all Pharmacy Technician Final Check Applications, provided that the quality assurance processes outlined satisfy the requirements for adequate staffing, appropriate pharmacy workflow, checking policies and procedures, pharmacy technician qualifications and training, record keeping, and quality assurance. Administration of the approval process is to be carried out by the Registrar.

**CARRIED**

The following pharmacies submitted applications for consideration at this Council meeting:



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1. Benefits Rx Pharmacy
2. CanadaDrugs.com & Prairie Rx
3. Concordia Hospital Pharmacy
4. Grace Hospital Pharmacy
5. Grand Medicine Health Services
6. Health Sciences Centre Pharmacy
7. Mitchell's Drug Store
8. Pine Pharmacy
9. Providen Pharmacy Logistics & Dispensary Logistics
10. South Sherbrook Pharmacy
11. St. Boniface Hospital Pharmacy

**MOTION #23: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT Council approve the application for Pharmacy Technician Final Check Program as submitted by:**

1. pharmacy manager Paul Clark for implementation at Benefits Rx Pharmacy,
2. pharmacy manager Kris Thorkelson for implementation at CanadaDrugs.com & Prairie Rx,
3. pharmacy manager Pat Honcharik for implementation at Concordia Hospital Pharmacy,
4. pharmacy manager Brendon Mitchell for implementation at Grace Hospital Pharmacy,
5. pharmacy manager Cheryl Kessler for implementation at Grand Medicine Health Services,
6. pharmacy manager Nicholas Honcharik for implementation at Health Sciences Centre Pharmacy,
7. pharmacy manager Whitney Mitchell for implementation at Mitchell's Drug Store,
8. pharmacy manager Hilton (Hugh) Wallace for implementation at Pine Pharmacy,
9. pharmacy manager Dave Huston for implementation at Providen Pharmacy Logistics & Dispensary Logistics,
10. pharmacy manager Pietro Aiello for implementation at South Sherbrook Pharmacy, and
11. pharmacy manager Sheri Dyck for implementation at St. Boniface Hospital Pharmacy

**CARRIED**

1:24 p.m. – Liaisons to Council left the meeting in advance of the “in camera” session. College staff were invited to stay.

1:24 p.m. – 1:35 p.m. - Break

f) In Camera Session

Feedback on Council's performance at the April 7, 2017, Council meeting was circulated in advance of the meeting for review during the “in camera” session. Additional items were considered during the “in camera” session.



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Council moved to regular session.

**MOTION #24: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT** Council support the NAPRA Position Statement on Cannabis for Medical and Non-Medical Purposes.

**CARRIED**

**MOTION #25: MOVED BY CHERYL ZELENITSKY, SECONDED BY KEVIN HAMILTON THAT** Council approve the Ballot and Voting Procedures document for a member vote on the resolution in support of the government amending Section 74 of *The Pharmaceutical Act*.

**CARRIED**

**MOTION #26: MOVED BY RIK PANCIERA, SECONDED BY TRAVIS GIAVEDONI THAT** Council approve the budget for construction of an elevator at Pharmacy House in order to become compliant with *The Accessibility for Manitobans Act*.

**CARRIED**

2:52 p.m. – College staff, with the exception of the Registrar, left the meeting in advance of an in camera session. Council moved in camera.

3:10 p.m. - Council returned to a regular session. College staff did not return to the meeting.

a) Adjourn

**MOTION #27: MOVED BY RIK PANCIERA, SECONDED BY DONNA FORBES THAT** the meeting adjourn.

**CARRIED**

The meeting adjourned at 3:10 p.m.