



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, JUNE 23, 2014 – CONVENE: 9:00 A.M. PHARMACY HOUSE

Members Present:

Glenda Marsh, President
Dinah Santos, Vice President
Jennifer Ludwig, Executive Treasurer
Kyle MacNair, Past President
Brent Booker
Neal Davies, Dean of the Faculty of Pharmacy
Kevin Hamilton
Petr Prochazka
Derrick Sanderson

Public Representatives:

Donna Forbes
Travis Giavedoni (left the meeting at 11:40 a.m.)

Liaison Members:

Debra Chartier, Canadian Association of Pharmacy Technicians Liaison
Nicole Nakatsu, CSHP Manitoba Branch Liaison
Brenna Shearer, MSP Liaison

Staff Members:

Ronald Guse, Registrar
Susan Lessard-Friesen, Deputy Registrar
Kim McIntosh, Assistant Registrar
Todd Mereniuk, Assistant Registrar
Kathy Wright, Executive Assistant to the Registrar

Guest:

Penny Shefrin, Pharmacists-at-Risk Committee (11:35 a.m. – 12:50 p.m.)

Regrets:

Geoff Namaka
Patricia Caetano, Manitoba Health Liaison
Camille Manansala, Pharmacy Student Liaison

1. Convene
 - a) Welcome & introductions



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President Marsh convened the meeting at 9:00 a.m. and welcomed Council members, liaison members, newly elected Council members and College staff. All in attendance introduced themselves.

Nicole Nakatsu arrived at 9:03 a.m.

- 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 Council meeting agenda was circulated in advance of the meeting.

MOTION #1 – MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT the agenda be approved.

CARRIED

3. Approval of Minutes
 - a) March 17, 2014 – Special Council Meeting
The draft of the March 17, 2014, Special Council Meeting minutes was circulated in advance of the meeting.

MOTION #2 – MOVED BY DONNA FORBES, SECONDED BY JENNIFER LUDWIG THAT the minutes of the March 17, 2014, Special Council Meeting be approved.

CARRIED

- b) April 25, 2014 – Council Meeting
The draft of the April 25, 2014, Council Meeting minutes was circulated in advance of the meeting.

MOTION #3 – MOVED BY DINAH SANTOS, SECONDED BY BRENT BOOKER THAT the minutes of the April 25, 2014, Council Meeting be approved.

CARRIED

- c) April 26, 2014 – Special Council Meeting
The draft of the April 26, 2014, Special Council Meeting minutes was circulated in advance of the meeting.

MOTION #4 – MOVED BY KEVIN HAMILTON, SECONDED BY DERRICK SANDERSON THAT the minutes of the April 26, 2014, Special Council Meeting be approved.



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CARRIED

d) April 26, 2014 – Annual General Meeting

The draft of the April 26, 2014, Annual General Meeting minutes was circulated in advance of the meeting.

MOTION #5 – MOVED BY DERRICK SANDERSON, SECONDED BY KYLE MACNAIR THAT the minutes of the April 26, 2014, Annual General Meeting be approved for circulation to the members.

CARRIED

4. Business Arising from Minutes

The Business Arising from the Minutes of the April 25, 2014, and April 26, 2014, Council Meetings was circulated in advance of the meeting.

MOTION #6 – MOVED BY JENNIFER LUDWIG, SECONDED BY DINAH SANTOS THAT the Business Arising from the Minutes be accepted for information.

CARRIED

5. Correspondence

a) On Board

- (i.) Copy of correspondence dated April 15, 2014, from Dr. William Pope, Registrar of the College of Physicians and Surgeons of Manitoba (CPSM), addressed to Ms. Karen Herd, Deputy Minister of Health, Government of Manitoba, and regarding the CPSM's support of pharmacists ordering laboratory tests;
- (ii.) Copy of correspondence dated April 30, 2014, from Registrar Ronald Guse, addressed to Ms. Bernadette Preun, Chair of the Manitoba Monitored Drug Review Committee (MMDRC), and informing the MMDRC of the decision of Council to support the zero tolerance proposal for the prescribing and dispensing of pentazocine in Manitoba, as recommended by MMDRC;
- (iii.) Copy of correspondence dated April 30, 2014, from Ms. Carole Bouchard, Executive Director, National Association of Pharmacy Regulatory Authorities (NAPRA), addressed to Mr. Carmen Catizone, Executive Director / Secretary, National Association of Boards of Pharmacy (NABP), and congratulating NABP for becoming the registry operator of the .pharmacy new generic Top-Level Domain (gTLD) and naming Mr. Ronald Guse as NAPRA's appointee to the .pharmacy Governance Committee;
- (iv.) Copy of correspondence dated May 6, 2014, from President Glenda Marsh, addressed to Dr. David Barnard, President and Vice Chancellor, University



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- of Manitoba, regarding the financial challenges facing the Faculty of Pharmacy at the University of Manitoba;
- (v.) Copy of correspondence dated May 7, 2014, from Registrar Ronald Guse, addressed to Honorable Erin Selby, Minister of Health, Government of Manitoba, and making her aware of the decision of the First Nations and Inuit Health Branch (FNIHB) of Health Canada to not recognize the prescriptions issued by a Manitoba pharmacist, as a practitioner under the provincial legislation as enabled by the federal *Food and Drugs Act*;
 - (vi.) Copy of correspondence dated June 5, 2014, from Registrar Ronald Guse, addressed to Honorable Erin Selby, Minister of Health, Government of Manitoba, and providing a copy of the College's Annual Report document;
 - (vii.) Copy of correspondence dated June 17, 2014, from Ms. Carole Bouchard, Executive Director of the National Association of Pharmacy Regulatory Authorities (NAPRA), and seeking one candidate to serve on the National Drug Scheduling Advisory Committee;
 - (viii.) Copy of correspondence dated June 2014, from Ms. Bernadette Preun, Chair of the Manitoba Monitored Drugs Review Committee (MMDRC), addressed to Pharmacy Managers, and informing Pharmacy Managers that the MMDRC will be reviewing trends for prescribing and dispensing of monitored drugs;
 - (ix.) Correspondence from Mr. Gary Cavanagh addressed to members of the Awards & Nominating Committee and to Council, for the purpose of expressing gratitude for naming him the 2013 Pharmacist of the Year;
 - (x.) Copy of the program from the University of Manitoba Faculty of Pharmacy "Welcome to the Profession & Awards Ceremony" event held on June 5, 2014; and
 - (xi.) Correspondence dated June 25, 2014, from Mr. Ralph Wagner, Principal of Nelson McIntyre Collegiate, addressed to Registrar Guse and expressing gratitude for the College providing advertising support in the school program.
- b) Listed
- The following correspondence was circulated in advance of the meeting:
- (i.) Copy of cover correspondence from Mr. David Marr, Legal Counsel to the College, addressed to Mr. Curtis Unfried, Legal Counsel to the Manitoba International Pharmacists Association, providing the signed Settlement Agreement to Mr. Unfried; and
 - (ii.) Correspondence from Crown Corporations Council inviting the Council of the College to participate in Board Performance Training; and
 - (iii.) Correspondence from the Minister of Health with regard to Council members seeking election



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6. Registrar's Report

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

MOTION #7 – MOVED BY DERRICK SANDERSON, SECONDED BY BRENT BOOKER THAT the Registrar's Report be accepted for information.

CARRIED

MOTION #8 – MOVED BY KYLE MACNAIR, SECONDED BY DINAH SANTOS THAT dates for Discipline Hearing Panel not be posted on the College website, and that the dates for Council Meetings be posted on the College website. For Discipline Hearing Panels, the College website is to provide information on how to contact the College for information related to specific Discipline Hearing Panels.

CARRIED

7. Deputy Registrar's Report

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

MOTION #9 – MOVED BY KEVIN HAMILTON, SECONDED BY JENNIFER LUDWIG THAT the Deputy Registrar's Report be accepted for information.

CARRIED

8. Liaison Reports:

The following Liaison Reports were circulated in advance of the meeting: Canadian Society of Hospital Pharmacists (CSHP), and Manitoba Society of Pharmacists (MSP). The Canadian Association of Pharmacy Technicians (CAPT) report was distributed at the meeting.

MOTION #10 – MOVED BY TRAVIS GIAVEDONI, SECONDED BY PETR PROCHAZKA THAT the Canadian Society of Hospital Pharmacists (CSHP), Manitoba Society of Pharmacists (MSP), and Canadian Association of Pharmacy Technicians (CAPT) reports be accepted for information.

CARRIED

a) Pharmacy Examining Board of Canada (PEBC)

No report.

b) Faculty of Pharmacy

Dr. Davies provided a verbal report at the meeting.



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- c) Canadian Society of Hospital Pharmacists (CSHP-Manitoba Branch)
The CSHP- Manitoba Branch liaison report to Council was circulated in advance of the meeting.
 - d) Faculty of Pharmacy Student
No report.
 - e) NAPRA
No report.
 - f) Manitoba Society of Pharmacists (MSP)
The MSP liaison report to Council was circulated in advance of the meeting.
 - g) Manitoba Health
No report.
 - h) Canadian Association of Pharmacy Technicians (CAPT)
Ms. Debra Chartier distributed the CAPT report at the meeting.
9. Committee Reports:

President Marsh turned the chair over to Vice President Santos.

- a) Executive Committee
The Executive Committee report, including the budget update, was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) Recommendations to Council.

MOTION #11 – MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT the “for information” section of the report be accepted for information.

CARRIED

MOTION #12 – MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT Council approve a revenue sharing with the University of Manitoba College of Pharmacy with respect to the Test Ordering training program.

CARRIED

MOTION #13 – MOVED BY GLENDA MARSH, SECONDED BY KEVIN HAMILTON THAT Council approve the document entitled, “College of Pharmacists of Manitoba, Practice Direction for Advertising,” as a practice direction with the



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directive that the contents of the document are to be transitioned to the standard practice direction format and consultation process in the fourth quarter of 2014.

CARRIED

MOTION #14 – MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT Council approve the Health and Safety Policy for implementation.

CARRIED

MOTION #15 – MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT Council approves that efforts be made to require all Exempted Codeine Preparations to be entered into DPIN and the Registrar be tasked with developing a process.

CARRIED

MOTION #16 – MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT Council approve all registered pharmacists to be preceptors, provided they are willing to supervise the internship and that they satisfy set guidelines established by Council to be administered by the Registrar. Guidelines can include the following:

- a. The person is not on the conditional register;
- b. The person has not voluntarily surrendered his or her registration or licence;
- c. The person is not subject to an agreement pursuant to section 34(1)(f) of the *Pharmaceutical Act* in which the satisfaction of the terms stated therein remain outstanding;
- d. The person has not been found guilty of an offense under section 54 of the *Act* for which there are outstanding terms of any order made by the Discipline Committee pursuant to sections 54, 56 and 56 of the *Act*.
- e. The person has been licensed for a minimum of 2 years in the Province of Manitoba.
- f. The person will not serve as a preceptor for other immediate family members (including parents, children, husbands, wives, aunts, uncles, grandparents, grandchildren, sisters, brothers and in-laws); and
- g. The person agrees to provide time for the purpose of assisting the intern and ensuring the competencies of the internship manual are being assessed and met.

CARRIED



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MOTION #17 – MOVED BY GLENDA MARSH, SECONDED BY DONNA FORBES THAT Council approve Grant Thornton LLP as the accountant/auditor for the 2014 audit.

CARRIED

MOTION #18 – MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT Council approve the committee recommendations included in the document entitled “Roster of Committee Appointments,” with one amendment, and approve the revised Terms of Reference for the Governance Committee.

CARRIED

MOTION #19 – MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT Council approve that the officers of DIA Management Group Ltd. be Glenda Marsh, Kyle MacNair and Ronald Guse.

CARRIED

Vice President Santos returned the chair to President Marsh.

Break: 10:50 a.m. – 11:10 a.m.

b) Professional Development Committee

The Professional Development Committee report was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) For Consideration.

MOTION #20 – MOVED BY DERRICK SANDERSON, SECONDED BY BRENT BOOKER THAT the Professional Development Committee report be accepted for information.

CARRIED

MOTION #21 – MOVED BY DERRICK SANDERSON, SECONDED BY KYLE MACNAIR THAT Council recognizes the four smoking cessation training programs (CATALYST, PACT, QUIT, and TEACH), regardless of whether they are successfully completed in person or online.

CARRIED

MOTION #22 – MOVED BY KYLE MACNAIR, SECONDED BY PETR PROCHAZKA THAT, for the Test Ordering training program, only the “Manitoba Specific



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Module” be mandatory and that the “Manitoba Specific Module” on Test Ordering be accredited.

CARRIED

Ms. Penny Shefrin joined the meeting at 11:35 a.m.

Mr. Travis Giavedoni left the meeting at 11:40 a.m.

Lunch Break: 12:15 p.m. – 1:00 p.m.

Ms. Penny Shefrin left the meeting at 12:50 p.m.

MOTION # 23 – MOVED BY KYLE MACNAIR, SECONDED BY DINAH SANTOS THAT Council approve the contract between mdBriefCase Inc. (Advancing Practice), the College of Pharmacists of Manitoba, and the University of Manitoba Faculty of Pharmacy, and that the Registrar be authorized to sign the contract on behalf of the College.

CARRIED

c) Standards of Practice Committee

The Standards of Practice Committee report was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) Recommendations to Council.

MOTION #24 – MOVED BY DINAH SANTOS, SECONDED BY JENNIFER LUDWIG THAT the “for information” section of the Standards of Practice Committee report be accepted for information.

CARRIED

MOTION #25 – MOVED BY KYLE MACNAIR, SECONDED BY DONNA FORBES THAT the practice direction entitled “Secondary Hospital Component” be approved for member and stakeholder feedback.

CARRIED

MOTION #26 – MOVED BY DERRICK SANDERSON, SECONDED BY JENNIFER LUDWIG THAT the practice direction entitled “Patient Counselling” be approved, with amendments, for member and stakeholder feedback.

CARRIED



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MOTION #27 – MOVED BY DERRICK SANDERSON, SECONDED BY JENNIFER LUDWIG THAT the practice direction entitled “Patient Profiles” be approved, with amendments, for member and stakeholder feedback.

CARRIED

d) Board of Examiners

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

MOTION #28 – MOVED BY KEVIN HAMILTON, SECONDED BY DINAH SANTOS THAT the Board of Examiners report be accepted for information.

CARRIED

The document entitled, “Board of Examiners: Supplemental Report to Council for Extended Practice Pharmacists” was circulated in advance of the meeting.

MOTION #29 – MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT Council approves the following programs to satisfy the post-graduate clinical degree requirement for Extended Practice Pharmacists: Doctor of Philosophy (Ph.D.) - University of Manitoba, Doctor of Pharmacy (Pharm. D.) – University of British Columbia, Doctor of Pharmacy (Pharm. D.) – University of Toronto, and Doctor of Pharmacy (Pharm. D.) – University of Colorado.

CARRIED

e) Discipline Committee

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

MOTION #30 – MOVED BY JENNIFER LUDWIG, SECONDED BY DONNA FORBES THAT the Discipline Committee report be accepted for information.

CARRIED

f) Awards & Nominating Committee

No report.

g) Governance Committee

No report.



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h) Finance & Risk Management Committee

The Executive Treasurer reported that the Finance & Risk Management Committee will meet on July 17, 2014.

10. Unfinished Business

a) Regulations Implementation Update

(i.) Approval of Applications

a) Conditional Register Application

The proposed revised application for Conditional Register was circulated in advance of the meeting.

MOTION #31 – MOVED BY DERRICK SANDERSON, SECONDED BY KYLE MACNAIR THAT Council approve the revised Conditional Register Application.

CARRIED

(ii.) Approval of Revised and New Schedules to Bylaws

a) Schedule C to the Bylaws

The revised Schedule C to the Bylaws was circulated in advance of the meeting.

MOTION #32 – MOVED BY KYLE MACNAIR, SECONDED BY KEVIN HAMILTON THAT Council approve the revised Schedule C to the Bylaws.

CARRIED

b) Schedule D to the Bylaws

The Schedule D to the Bylaws was circulated in advance of the meeting.

MOTION #33 – MOVED BY DERRICK SANDERSON, SECONDED BY DONNA FORBES THAT Council approve the Schedule D to the Bylaws, and refer the document to the Finance and Risk Management Committee for consultation.

CARRIED

(iii.) Approval of Practice Directions for Implementation

The following practice directions were circulated in advance of the meeting: Permanent & Temporary Pharmacy Closures, Termination of a Patient Relationship, Supervision, and Administration of Drugs including Vaccines



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- a) Permanent & Temporary Pharmacy Closures
MOTION #34 – MOVED BY KEVIN HAMILTON, SECONDED BY PETR PROCHAZKA THAT Council approve for implementation, with amendments, the practice direction entitled, “Permanent & Temporary Pharmacy Closures.”

CARRIED

- b) Termination of a Patient Relationship
MOTION #35 – MOVED BY DERRICK SANDERSON, SECONDED BY JENNIFER LUDWIG THAT Council approve for implementation, with amendments, the practice direction entitled, “Termination of a Patient Relationship.”

CARRIED

- c) Supervision
MOTION #36 – MOVED BY BRENT BOOKER, SECONDED BY KYLE MACNAIR THAT Council approve for implementation, with amendments, the practice direction entitled, “Supervision.”

CARRIED

- d) Administration of Drugs including Vaccines
MOTION #37 – MOVED BY KYLE MACNAIR, SECONDED BY JENNIFER LUDWIG THAT Council approve for implementation, with amendments, the updated practice direction entitled, “Administration of Drugs including Vaccines.”

CARRIED

11. New Business

- a) Ratification of Preceptor Approvals
A list of newly approved preceptors was circulated in advance of the meeting.

MOTION #38 – MOVED BY DERRICK SANDERSON, SECONDED BY KEVIN HAMILTON THAT Council ratifies the list of newly approved preceptors.

CARRIED

- b) Future Council Meeting Dates
The following are the confirmed meeting and retreat dates for Council’s information:



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- Saturday – Monday, October 4-6, 2014 – Council Retreat and Meeting
 - Monday, December 8, 2014 – Council Meeting
 - Monday, February 9, 2015 – Council Meeting
 - Friday, April 17, 2015 – Council Meeting
 - Saturday, April 18, 2015 – Annual General Meeting
- c) Pharmacists-at-Risk Committee Update
Ms. Penny Shefrin, a representative of the Pharmacists-at-Risk Committee, joined the meeting at 11:35 a.m. and provided Council with an update on the Pharmacist-at-Risk Committee efforts.
- d) In Camera Session
Liaison members left the meeting at 3:00 p.m., in advance of an in camera session. Council moved to an in camera session at 3:00 p.m. College staff were invited to remain in the meeting.

The meeting moved to a regular session at 3:20 p.m.

MOTION # 39 – MOVED BY DERRICK SANDERSON, SECONDED BY KYLE MACNAIR THAT the NAPRA Gateway Agreement be approved by Council, and the Registrar be authorized to sign the agreement on behalf of the College of Pharmacists of Manitoba.

CARRIED

Assistant Registrar Kim McIntosh, Assistant Registrar Todd Mereniuk and Executive Assistant to the Registrar Kathy Wright were asked to leave the meeting at 3:25 p.m.

Break: 3:25 p.m. – 3:35 p.m.

Registrar Ronald Guse and Deputy Registrar Susan Lessard-Friesen were invited to remain in the meeting. Council moved to an in camera session at 3:35 p.m.

Deputy Registrar Susan Lessard-Friesen left the meeting at 4:10 p.m. The meeting remained in an in camera session.

The meeting moved to a regular session at 4:15 p.m.

MOTION #40 – MOVED BY JENNIFER LUDWIG, SECONDED BY DERRICK SANDERSON THAT Council approve a \$50,000 increase in the salaries line of the 2014 budget for Field Operations and professional practice support to address the



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short term needs in the office. A proposal describing how the funds are to be spent requires the approval of the Executive Committee.

CARRIED

MOTION #41 – MOVED BY DONNA FORBES, SECONDED BY NEAL DAVIES THAT Council develop a Strategic Plan in fall 2014, and the Registrar develop an operational plan for the following year to support the Strategic Plan of Council.

CARRIED

MOTION #42 – MOVED BY JENNIFER LUDWIG, SECONDED BY NEAL DAVIES THAT the meeting adjourn.

CARRIED

The Council meeting adjourned at 4:40 p.m.