



# College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7

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## COUNCIL MEETING MINUTES MONDAY, NOVEMBER 27, 2017 200 TACHE AVENUE, WINNIPEG, MANITOBA

### COUNCILLORS:

Jennifer Ludwig, President  
Kevin Hamilton, Vice President  
Glenda Marsh, Past President  
Travis Giavedoni, Public Representative  
Geoff Namaka  
Rik Panciera, Public Representative  
Sonal Purohit  
Derrick Sanderson  
Dinah Santos  
Audra Taylor, Public Representative  
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy  
Cheryl Zelenitsky, Public Representative

### LIAISONS TO COUNCIL:

Susan Balagus, Pharmacy Technician Liaison  
Dr. Patricia Caetano, Manitoba Health Liaison (arrived at 9:40 a.m.)  
Dr. Brenna Shearer, Pharmacists Manitoba Liaison

### COLLEGE STAFF:

Susan Lessard-Friesen, Registrar  
Jill Hardy, Deputy Registrar  
Rani Chatterjee-Mehta, Assistant Registrar  
Kim McIntosh, Assistant Registrar  
Ronda Eros, Practice Consultant  
Kathy Klimasara, Executive Assistant to the Registrar

### GUEST:

Jodi Pagaduan, Pharmacy Student

### REGRETS:

Wendy Clark  
Donna Forbes, Public Representative  
Kathy Hunter, Assistant Registrar  
Grazia Prochazka, CSHP- Manitoba Branch Liaison  
Petr Prochazka, Executive Treasurer  
Michael Szelemej, College of Pharmacy Student



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## 1. Convene

### a) Welcome

President Ludwig convened the meeting at 9:04 a.m. and welcomed attendees to the meeting. Introductions were made by all attendees.

### b) Declaration of Conflict

There were no declarations of conflict-of-interest 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 GEOFF NAMAKA THAT** the agenda be approved, as amended to include the following addition:

11.a.iv) Unfinished Business, *Pharmaceutical Act* and Regulations Implementation Update, Minimum Age for Administering Flu Vaccine

**CARRIED**

## 3. Approval of Minutes

### a) October 2, 2017 – Council Meeting

The draft minutes of the October 2, 2017, Council meeting were circulated in advance of the meeting.

**MOTION #2: MOVED BY SONAL PUROHIT, SECONDED BY RIK PANCIERA THAT** the minutes of the October 2, 2017, Council meeting be approved.

**CARRIED**

## 4. Business Arising from Minutes

The Business Arising from the Minutes of the October 2, 2017, 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 2, 2017, Council meeting be accepted for information.

**CARRIED**

## 5. Correspondence

### a) On Board



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- (i.) Copy of correspondence from Registrar Susan Lessard-Friesen addressed to Mr. Dayle Acorn, Executive Director, Canadian Foundation for Pharmacy, dated October 24, 2017, and sent for the purpose of contributing the surplus funds from the 2017 golf tournament to the Canadian Foundation for Pharmacy;
  - (ii.) Correspondence from Dr. Lalitha Raman-Wilms addressed to College President Jennifer Ludwig, dated September 27, 2017, and sent to express gratitude to the College for its contribution to the Dr. J. R. Murray Scholarship in memory of Peter Murray;
  - (iii.) Copy of correspondence from Registrar Susan Lessard-Friesen addressed to Mr. Tim Saunders, dated November 16, 2017, and sent for the purpose of informing Mr. Saunders of Council's appointing him as Vice-Chair of the Complaints Committee;
  - (iv.) Copy of correspondence from Registrar Susan Lessard-Friesen addressed to Dr. Lalitha Raman-Wilms, Dean of the College of Pharmacy, Rady Faculty of Health Sciences at the University of Manitoba, dated November 13, 2017, and sent for the purpose of enclosing the members' contribution to the College of Pharmacy; and
  - (v.) Correspondence from Ms. Lane Sokolowski addressed to Registrar Susan Lessard-Friesen, dated November 4, 2017, and sent to express gratitude for being named the recipient of the College of Pharmacists of Manitoba Silver Medal in 3<sup>rd</sup> Year Pharmacy.
- b) Listed
- (i.) Copy of article published by Julie Maciura and Richard Steinecke entitled, "Twenty Things We Have Learned in Twenty Years"
6. College Operations Report
- The Operations Report was circulated in advance of the meeting.

**MOTION #4: MOVED BY KEVIN HAMILTON, SECONDED BY LALITHA RAMAN-WILMS THAT the Operations Report be accepted for information.**

**CARRIED**

7. Liaison Reports:
- The following liaison reports to Council were circulated in advance of the meeting: Pharmacy Examining Board of Canada, College of Pharmacy, CSHP – Manitoba Branch, College of Pharmacy Student, National Association of Pharmacy Regulatory Authorities, Pharmacists Manitoba and Pharmacy Technician.
- a) Pharmacy Examining Board of Canada (PEBC)  
The PEBC Liaison Report to Council was circulated in advance of the meeting.
  - b) College of Pharmacy  
The College of Pharmacy Liaison Report to Council was circulated in advance of the meeting.



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- c) Canadian Society of Hospital Pharmacists (CSHP)  
The CSHP Liaison Report to Council was circulated in advance of the meeting.
- d) College of Pharmacy Student  
The College of Pharmacy Student Liaison Report to Council was circulated in advance of the meeting.
- e) National Association of Pharmacy Regulatory Authorities  
The NAPRA Liaison Report to Council was circulated in advance of the meeting.
- f) Pharmacists Manitoba  
The Pharmacists Manitoba Liaison Report to Council was circulated in advance of the meeting.
- g) Manitoba Health  
No written report.
- h) Pharmacy Technician  
The Pharmacy Technician Liaison Report to Council was circulated in advance of the meeting.

**MOTION #5: MOVED BY KEVIN HAMILTON, SECONDED BY TRAVIS GIAVEDONI THAT** the Pharmacy Examining Board of Canada, College of Pharmacy, CSHP – Manitoba Branch, College of Pharmacy Student, National Association of Pharmacy Regulatory Authorities, Pharmacists Manitoba and Pharmacy Technician liaison reports be accepted for information.

**CARRIED**

## 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 #6: MOVED BY RIK PANCIERA, SECONDED BY AUDRA TAYLOR THAT** the “for information” section of the Executive Committee Report to Council be accepted for information.

**CARRIED**



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**MOTION #7: MOVED BY JENNIFER LUDWIG, SECONDED BY GLENDA MARSH THAT** the Council approves the revised 2018 Application for Registration as a Student of the College of Pharmacists of Manitoba, including the requirement to provide a notarized copy of their birth certificate.

**CARRIED**

**MOTION #8: MOVED BY JENNIFER LUDWIG, SECONDED BY DERRICK SANDERSON THAT** the Council appoints Mr. Kevin Hamilton and Mr. Kyle MacNair as the College's representative and alternate representative, respectively, to the Manitoba Institute for Patient Safety.

**CARRIED**

**MOTION #9: MOVED BY JENNIFER LUDWIG, SECONDED BY GLENDA MARSH THAT** the Council re-appoints RBC Dominion Securities as the College's investment advisor until May 2019.

**CARRIED**

**MOTION #10: MOVED BY JENNIFER LUDWIG, SECONDED BY GLENDA MARSH THAT** the Council approves the Extended Practice Pharmacist ad-hoc committee's recommendation regarding the parameters and/or criteria Council may use to review and assess programs submitted for approval under section 96 (g) of the Pharmaceutical Regulation as qualification as an Extended Practice Pharmacist specialty.

**CARRIED**

**MOTION #11: MOVED BY GLENDA MARSH, SECONDED BY TRAVIS GIAVEDONI THAT** the 2018 Budget be amended to include a new general ledger expense category for Strategic Planning in the amount of \$38,000.00.

**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 the Professional Development Division Report, was circulated in advance of the meeting.

**MOTION #12: MOVED BY KEVIN HAMILTON, SECONDED BY DINAH SANTOS THAT** the Quality Assurance Committee Report to Council, including the Standards of Practice Division Report and the Professional Development Division Report, be accepted for information.



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## CARRIED

c) Governance Committee

The Governance 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 #13: MOVED BY DINAH SANTOS, SECONDED BY GEOFF NAMAKA THAT** the “for information” section of the Governance Committee Report to Council be accepted for information.

## CARRIED

**MOTION #14: MOVED BY DERRICK SANDERSON, SECONDED BY RIK PANCIERA THAT** the amended bylaws, including the provision and structure for electronic voting, be approved by Council.

## CARRIED

d) Finance & Risk Management Committee

No written report.

e) Board of Examiners

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

**MOTION #15: MOVED BY GLENDA MARSH, SECONDED BY KEVIN HAMILTON 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.

**MOTION #16: MOVED BY DINAH SANTOS, SECONDED BY KEVIN HAMILTON THAT** the Discipline Committee Report to Council be accepted for information.

## CARRIED

g) Awards & Nominating Committee

The Awards and Nominating Committee Report to Council was circulated in advance of the meeting.



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**MOTION #17: MOVED BY GLENDA MARSH, SECONDED BY GEOFF NAMAKA THAT** the Awards and Nominating Committee Report to Council be accepted for information.

**CARRIED**

h) Extended Practice Advisory Committee

The Extended Practice Advisory Committee Report to Council was circulated in advance of the meeting.

**MOTION #18: MOVED BY GLENDA MARSH, SECONDED BY LALITHA RAMAN-WILMS THAT** the Extended Practice Advisory Committee Report to Council be accepted for information.

**CARRIED**

9. Strategic Plan Update

The Strategic Plan Update was circulated in advance of the meeting.

**MOTION #19: MOVED BY DERRICK SANDERSON, SECONDED BY DINAH SANTOS THAT** the Strategic Plan Update be accepted for information.

**CARRIED**

10. Safety IQ Pilot Program Update

The Safety IQ Pilot Program Update was circulated in advance of the meeting.

**MOTION #20: MOVED BY KEVIN HAMILTON, SECONDED BY DERRICK SANDERSON THAT** the Safety IQ Pilot Program Update be accepted for information.

**CARRIED**

11. Unfinished Business

a) *Pharmaceutical Act* and Regulations Implementation Update

i. Lab Test Ordering by Pharmacists and Access to eChart in Community Pharmacies

The College and the working group responsible for implementing lab test ordering by pharmacists and access to eChart in community pharmacies last met on October 23, 2017. At that meeting, the College was tasked with creating a process map for the pharmacy-related procedures with respect to ordering lab tests and receiving the test results. The process map will include, but is not limited to, accepting payment from the patient, providing direction to the patient to access lab testing services, receipt of an invoice from the lab testing service, receipt of test results from the lab testing service, intervention with



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and referral of the test results to the prescriber, response to critical lab results in keeping with the practice direction and subsequent follow-up and communication with the patient.

ii. Draft Practice Direction on Distance Care

The sub-committee of the Standards of Practice Division tasked with reviewing feedback on the draft practice direction received from stakeholders during the first consultation of the draft practice direction met on May 18, 2017. The sub-committee has forwarded recommendations back to the Standards of Practice Division for consideration in a revised draft practice direction. The Standards of Practice Division has asked for a formal legal opinion on these recommendations prior to developing a revised draft practice direction. The Registrar and Deputy Registrar will prepare information for consideration by legal counsel, and a formal legal opinion will be requested.

iii. Schedule 3 Prescribing

The matter of additional prescribing under Schedule 3 to the Regulations was discussed at the recent meeting with Doctors Manitoba. The Registrar received feedback from the interim Executive Director after that meeting, and a verbal update was provided to Council. A copy of a document prepared for the meeting with Doctors Manitoba entitled, “Overview of Proposed Amendments for Pharmacist Prescribing” was circulated in advance of the Council meeting.

iv. Minimum Age for Administering Flu Vaccine

Manitoba Public Health has approached the College seeking input on the prospect of lowering the minimum age for administering the flu vaccine. After discussion, it was decided that the College staff will provide Council with additional information and an email vote will occur, with ratification at the next Council meeting.

b) Amendment to the *Pharmaceutical Act* (Section 74)

The matter of amendment to Section 74 of the *Pharmaceutical Act* was discussed with the Minister of Health on September 25, 2017. President Ludwig advised that the matter will be discussed with the Deputy Minister on November 28, 2017.

c) 2018 Election – Candidate Search Committee

The College is approaching time for the Council election for the 2018 to 2020 Council term. Council is the body that appoints the Candidate Search Committee.

The Past President chairs the Candidate Search Committee, with the remainder of the Committee being comprised of the President and two members-at-large, as appointed by Council.

**MOTION #21: MOVED BY RIK PANCIERA, SECONDED BY KEVIN HAMILTON THAT Mr. Kyle MacNair and Ms. Grazia Prochazka be appointed as members of the Candidate Search Committee**





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members, in addition to ex-officio appointees Past President Glenda Marsh and President Jennifer Ludwig.

## **CARRIED**

A copy of the schedule for the upcoming Council election was circulated in advance of the Council meeting for information of Council.

d) **PrescribeIT – Canada’s National e-Prescribing Service**

At the September 11, 2017, Executive Committee meeting and the October 2, 2017, Council meeting, Councillors were provided with a copy of NAPRA’s news release related to PrescribeIT.

Manitoba is not scheduled for the first phase of implementation. However, Alberta is among the first provinces for implementation. The Registrar and Assistant Registrar McIntosh participated in a November 16, 2017, conference call convened to review some concerns with the other provincial Registrars. Assistant Registrar Kim McIntosh prepared a report as a result of the conference call, and Council was provided a copy of the report for information.

e) **Committee Appointments**

The College is in need of an appointee to serve on the Patient Utilization Review Committee, a Manitoba Health Committee.

**MOTION #22: MOVED BY GEOFF NAMAKA, SECONDED BY CHERYL ZELENITSKY THAT Mr. Kris Petersen be appointed as the College’s representative on Manitoba Health’s Patient Utilization Review Committee.**

## **CARRIED**

With the retirement of one of the pharmacist members of the Audit Committee, the College may wish to appoint another pharmacist to the Committee. The Registrar provided a verbal recommendation at the meeting.

**MOTION #23: MOVED BY DERRICK SANDERSON, SECONDED BY TRAVIS GIAVEDONI THAT Ms. Ashley Walus be appointed as a member of the Audit Committee, in addition to current appointees Mr. Travis Giavedoni (Chair), Mr. William Eamer, and Ms. Carol Davis.**

## **CARRIED**

f) **College’s actions in response to the Opioid Crisis and Open Consultation on Low-Dose Codeine**  
As previously reported, the College has been participating on a provincial and national basis in response to the current opioid crisis. The College has provided Health Canada feedback on its



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consultation on potential changes that would require all products containing codeine (an opioid) to be sold by prescription only.

Council was provided a report on the activities the College has undertaken in response to the opioid crisis. The College is to consider the creation of an official strategy in response to the opioid crisis.

g) Mifegymiso Guidelines Update

Council approved the Guidelines for Pharmacists Dispensing Mifegymiso in Manitoba at the June 19, 2017, Council Meeting and provided 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. On November 7, 2017, Health Canada extended the gestational age limit from 49 days to 63 days for prescribing of Mifegymiso. Mifegymiso can now be dispensed directly to the patient by a pharmacist. Health Canada also changed the educational requirement for health professionals and the need to register with the distributor in order to prescribe or dispense Mifegymiso. The Guidelines for Dispensing of Mifegymiso in Manitoba has been updated to reflect the Health Canada updates on prescribing and dispensing of this medication. Members were informed in the November 17, 2017, Friday Five. A copy of the updated document entitled, "Guidelines for Pharmacists Dispensing Mifegymiso in Manitoba" was circulated for information in advance of the meeting.

h) Pharmacy Technician Final Check Update

At the June 19, 2017, Council Meeting, Council passed a motion to revise the approval process for the Pharmacy Technician Final Check application. Using criteria established by Council, College staff are authorized to review and approve the Final Check applications. Since June 19, 2017, the College has approved the final check application for Deer Lodge Hospital and currently has four applications in the review process.

Currently, the College has approved 21 Final Check applications, 14 of which are from community practice, and 7 of which are from hospital practice.

## 12. New Business

a) Approval of a PharmD program as qualification for Extended Practice Pharmacist designation

Council is the body that approves programs for qualification for the Extended Practice Pharmacist designation. Council was asked to consider approving the PharmD program from the University of Alberta, and the Wayne State University (Michigan, USA).

The matter was deferred to the next meeting of Council when clarification of the post-graduate status of the PharmD programs is known.

b) Potential PEBC expiry and jurisprudence exam expiry for pharmacy technicians



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Currently, the PEBC expiry for pharmacists is 3 years as per a motion of Council from June 23, 2003:

PEBC Expiry date: A 3 year expiry date be placed on PEBC qualification examinations.

The expiry for the jurisprudence exam results for pharmacists is 2 years and was confirmed at the recent Board of Examiners meeting on October 2, 2017.

Prior to this Council meeting, no specific policy had been set for pharmacy technicians and the College has been following those set for pharmacists.

**MOTION #24: MOVED BY DERRICK SANDERSON, SECONDED BY SONAL PUROHIT THAT** the Council approves a 3-year expiry for the PEBC qualification examinations for pharmacy technicians, and a 2-year expiry for the jurisprudence exam results for pharmacy technicians.

**CARRIED**

**MOTION #25: MOVED BY DERRICK SANDERSON, SECONDED BY DINAH SANTOS THAT** Council approves December 31, 2019, as the deadline for individuals currently working as a pharmacy assistant to complete and submit all requirements for listing as a pharmacy technician in Manitoba. After December 31, 2019, all applicants wishing to become pharmacy technicians in Manitoba would be required to have graduated from an accredited pharmacy technician education program.

**CARRIED**

## c) In Camera Session

12:30 p.m. – 1:15 p.m. Lunch Break

1:15 p.m. Liaisons to Council left the meeting in advance of an in camera session. College staff were invited to remain in the in camera session.

1:52 p.m. All College staff left the in camera session.

2:06 p.m. College staff were invited to return to the in camera session.

3:10 p.m. Public Representative Audra Taylor left the Council meeting. Council remained in the in camera session.

3:55 p.m. Councillor Wendy Clark joined the meeting via conference call. Council remained in an in camera session.

4:20 p.m. Councillor Wendy Clark left the meeting. Council remained in an in camera session.

4:20 p.m. Council returned to a regular session.

**MOTION #26: MOVED BY DERRICK SANDERSON, SECONDED BY KEVIN HAMILTON THAT** the College undertake a member survey to gauge interest in the prohibition of offering inducements in pharmacy practice.



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**CARRIED**

**MOTION #27: MOVED BY DERRICK SANDERSON, SECONDED BY TRAVIS GIAVEDONI THAT** Council approves the content of a member survey regarding the potential prohibition of offering inducements in pharmacy practice.

**CARRIED**

4:25 p.m. Council moved to an in camera session. College staff were invited to remain in the in camera session.

4:50 p.m. Dr. Lalitha Raman-Wilms declared a conflict-of-interest and left the in camera session. Dr. Raman-Wilms did not return to the Council meeting.

**MOTION #28: MOVED BY CHERYL ZELENITSKY, SECONDED BY TRAVIS GIAVEDONI THAT** the College contribute a total of \$50,000.00 to the College of Pharmacists of Manitoba / William G. Eamer Graduate Scholarship in Pharmacy and the William G. Eamer / College of Pharmacists of Manitoba Scholarship for Student Excellence in Pharmacy scholarship / endowment funds with the University of Manitoba College of Pharmacy under the Manitoba Scholarship and Bursary Initiative.

**CARRIED**

**MOTION #29: MOVED BY DERRICK SANDERSON, SECONDED BY GLENDA MARSH THAT** Council approves the issuing of the first Clinical Pharmacy Practice Licence upon receipt of a legal opinion reviewing the practices proposed to be undertaken at the clinical pharmacy and such license is to be issued with conditions as approved by Council when all licensing requirements by the applicant have been met. The College is to review the request for exceptions and Council will consider the request at a future Council meeting.

**CARRIED**

**MOTION #30: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT** the meeting adjourn.

**CARRIED**

The meeting adjourned at 5:25 p.m.