



The Manitoba Pharmaceutical Association

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7
Phone (204) 233-1411 Fax: (204) 237-3468 E-mail: info@mpha.mb.ca Website: www.mpha.ca

SPECIAL COUNCIL MEETING MINUTES

TUESDAY, SEPTEMBER 17, 2013

PHARMACY HOUSE – 200 TACHE AVENUE, WINNIPEG, MANITOBA

MEMBERS PRESENT:

Kyle MacNair, President
Shawn Bugden, Past President
Geoff Namaka, Executive Treasurer (arrive at 9:05 a.m.)
Neal Davies, Dean – Faculty of Pharmacy (arrive at 10:00 a.m.)
Jennifer Ludwig
Dinah Santos
Kurt Schroeder
Randy Stephanchew

LAY MEMBERS:

Donna Forbes

STAFF MEMBERS:

Susan Lessard-Friesen, Deputy Registrar
Ronald Guse, Registrar
Kim McIntosh, Assistant Registrar (arrive at 9:15 a.m.)
Todd Mereniuk, Assistant Registrar
Kathy Wright, Executive Assistant to the Registrar

REGRETS:

Glenda Marsh
Kristine Petrasko, Vice President

1. a) Convene
President MacNair convened the meeting at 9:00 a.m. and welcomed Todd Mereniuk, the new Assistant Registrar – Field Operations, to his first Council meeting.
- 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 agenda was circulated in advance of the meeting.
MOTION #1 - MOVED BY DONNA FORBES, SECONDED BY SHAWN BUGDEN THAT the agenda be approved, with the following additions:

Under agenda item 11. New Business, add the following items:



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- iv.) Clinical Pharmacy practice direction
- v.) Bylaws
- vi.) Orientation Manual
- vii.) Code of Ethics – details
- viii.) Logo

CARRIED

- 3. Approval of Council Meeting Minutes
No report
- 4. Business Arising from Minutes
No report
- 5. Correspondence
 - a) On Board
No report
 - b) Listed
No report
- 6. Registrar's Report
No report
- 7. Deputy Registrar's Report
No report
- 8. Liaison Reports
No reports
- 9. Committee Reports
No reports
- 10. Ad hoc Committees
No reports
- 11. Unfinished Business
 - a) Regulations Development Process
President MacNair provided a general update on the documents being considered and reported that the Executive Committee had reviewed all documents, with the exception of the draft bylaws.

Executive Treasurer Geoff Namaka arrived at 9:05 a.m.



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Registrar Ronald Guse provided a verbal update on the application development process. Registrar Guse reported that staff members have begun the application review process with Olatech, MPhA's website and database management software developer.

Assistant Registrar Kim McIntosh arrived at 9:15 a.m.

- (i) 2014 Pharmacy & Pharmacist licence applications
President MacNair and Registrar Guse led Council through a review of the 2014 applications.

- a. 2014 Practicing Pharmacist Licence Application

MOTION #2 – MOVED BY DINAH SANTOS, SECONDED BY KURT SCHROEDER THAT the 2014 Practicing Pharmacist Licence Application be approved, with amendments.

CARRIED

- b. 2014 Application for Registration and Initial Licensure under the Canadian Mobility Agreement

MOTION #3 – MOVED BY SHAWN BUGDEN, SECONDED BY JENNIFER LUDWIG THAT Council approve the 2014 Application for Registration and Initial Licensure under the Canadian Mobility Agreement, with amendments.

CARRIED

- c. 2014 Application for Registration and Initial Licensure for Graduates of a Faculty of Pharmacy Outside of Canada

MOTION #4 – MOVED BY KURT SCHROEDER, SECONDED BY SHAWN BUGDEN THAT Council approve the 2014 Application for Registration and Initial Licensure for Graduates of a Faculty of Pharmacy Outside of Canada, with amendments.

CARRIED

- d. 2014 Application for Registration as an Extended Practice Pharmacist



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MOTION #5 – MOVED BY KURT SCHROEDER, SECONDED BY RANDY STEPHANCHEW THAT Council approve the 2014 Application for Registration as an Extended Practice Pharmacist, with amendments.

CARRIED

- e. Conditional Registration and 2014 Conditional Licensure Application

MOTION #6 – MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS THAT Council approve the Conditional Registration and 2014 Conditional Licensure Application.

CARRIED

- f. Temporary Certificate of Registration and 2014 Temporary Licensure Application

MOTION #7 – MOVED BY KURT SCHROEDER, SECONDED BY DONNA FORBES THAT Council approve the Temporary Certificate of Registration and 2014 Temporary Licensure Application.

CARRIED

- g. 2014 Application for Pharmacy Licence for An Existing Community Pharmacy

MOTION #8 – MOVED BY JENNIFER LUDWIG, SECONDED BY GEOFF NAMAKA THAT Council approve the 2014 Application for Pharmacy Licence for an Existing Community Pharmacy, with amendments.

CARRIED

- h. 2014 Application for Pharmacy Licence for an Existing Hospital Pharmacy

MOTION #9 – MOVED BY KURT SCHROEDER, SECONDED BY SHAWN BUGDEN THAT Council approve the 2014 Application for Pharmacy Licence for an Existing Hospital Pharmacy.



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CARRIED

- i. 2014 Application for Pharmacy Licence for a Clinical Pharmacy
MOTION #10 – MOVED BY KURT SCHROEDER, SECONDED BY SHAWN BUGDEN THAT Council approve the 2014 Application for Pharmacy Licence for a Clinical Pharmacy.

CARRIED

Break: 10:20 a.m. – 10:30 a.m.

- (ii.) Council action plan for Council decisions under new Act and Regulations

The document entitled, “The Pharmaceutical Act and Regulation – Action Plan for Council Responsibilities” was distributed in advance of the meeting.

MOTION #11 – MOVED BY JENNIFER LUDWIG, SECONDED BY GEOFF NAMAKA THAT:

- a) Council appoints Ronald Guse as Registrar, and that Ronald Guse, Todd Mereniuk, Susan Lessard-Friesen, Kim McIntosh and Rem Weiss be appointed as inspectors and investigators;
- b) Council appoint Susan Lessard-Friesen (Chair) and Todd Mereniuk to the Dispensing Practitioners Committee;
- c) Council approves the identification cards issued by the Registrar to College staff indicating the name and the title of the staff person and, for Mr. Mereniuk and Mr. Weiss, include the word investigator;
- d) Council determined that a prescribing practices committee will not be established at this time;
- e) Council approve a policy that the registrar issue letters of standing upon request, in accordance with section 88 of the *Act*, and all letters of standing include information about the member or owner recorded in the register and a description of every matter outstanding before the Complaints Committee and Discipline Committee and all such the letters go directly to a licensing or accreditation body as included in the request. (All



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members and owners are entitled to one letter of standing per year without charge and then a fee of \$29.81 is assessed thereafter.);

- f) Council determined that the current list of preceptors are deemed to be preceptors under the December 2006 *Pharmaceutical Act* and are approved as such;
- g) Council approve the following requirements for registration as a pharmacist:
 - 1. all CCAPP accredited educational programs located in Canada,
 - 2. PEBC Pharmacist Qualifying Examination, and
 - 3. when the applicant has not graduated from a CCAPP accredited program in Canada, NAPRA fluency standards (with the exception of TOEFL-iBT)
- h) Council approve the following requirements for registration as student:
 - 1. All CCAPP accredited educational programs located in Canada and,
 - 2. when a member identifies less than adequate language fluency, the NAPRA fluency assessments (with the exception of TOEFL-iBT)
- i) Council approve all CCAPP accredited programs located within Canada for registration as interns.
- j) Council approves all Stage 2 CCCEP accredited “Administration of drugs by Injection” (advance method) training programs (or any programs that include the 15 competencies as confirmed through documentation or letter of standing from the pharmacist’s regulatory body), and CPR Level C (or CPR Level HCP) and Emergency (or Standard) First Aid.
- k) Council upholds the *Mobility Agreement for Canadian Pharmacists* as signed on behalf the College in July 2009.
- l) Council approves that a pharmacy can conduct business under two business names subject to the limitations notes in the regulations.



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And further, the following items are deferred:

- m) Establish an Extended Practice Advisory Committee as per s. 99 of the Regulation and defer the appointment of three pharmacists to the Committee until 1Q2014;
- n) Make by-laws as set out in ss 75(1) of the Act;
- o) Set (in the bylaws) remuneration, fees and expenses for members of the council, the board, the complaints committee, the discipline committee and any committee established under s.9 [ss7(6) of the Act] (defer to the bylaws);
- p) Defer the approval of postgraduate clinical degree programs for the purposes of registration as an extended practice pharmacist [clause 96(c) of the Regulation] until 1Q2014;
- q) Defer the approval of other certification programs for the purposes of registration as an extended practice pharmacist [clause 96(g) of the Regulation] until an application submitted;
- r) Defer the approval of members to prescribe specified drugs in a public health emergency as per ss 118(4) of the Regulation until a public health emergency occurs;
- s) Defer the approval of pharmacy education programs that include a training program equivalent to an internship [clause 14(b)(iii) of the Regulation] until individual application is made or should College remove an internship as a requirement of registration for domestic graduates;
- t) Defer the approval of continuing competency requirements for advanced practice of administration of drugs [ss115(2) of the Regulation] until 2Q2014;
- u) Defer the approval of application forms for the registration of pharmacists, extended practice pharmacists, temporary registration, academic registration, pharmacy technicians, for certification of members in advanced practice and for converting pharmacy licence categories or components [s. 4; s.8; clause 12(2)(b); ss50(1), clause 60(2)(d), ss 95(1) and clause 114(1)(b) of the Regulation] until September 30, 2013;



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- v) Defer the waiving of requirements for registration if there is a public health emergency as per s. 14 of the Act until a public health emergency occurs;
- w) Defer the granting of authority for temporary registration as per s. 18 of the Act until application submitted;
- x) Defer the creation of pharmacist profiles [Part 5 of Act] until 1Q2015;
- y) Defer the approval of a pharmacy manager to be the manager at more than one pharmacy [clause 51(c) of the Regulation] until application submitted;
- z) Defer the approval of practice requirements for collaborative intravenous administration practice [s. 112 of the Regulation] until 3Q2014; and
- aa) Defer the appointment of an appeal panel as per ss39(3) of the Act until an appeal is submitted.

CARRIED

MOTION #12 – MOVED BY KYLE MACNAIR, SECONDED BY DONNA FORBES THAT Council defer the appointment of a board of examiners [s. 10 of the Act] until the September 30, 2013, Council meeting.

CARRIED

MOTION #13 – MOVED BY DINAH SANTOS, SECONDED BY RANDY STEPHANCHEW THAT Council approve that the Complaints Committee will be comprised of six members, four of which will be licensed pharmacists, and two of which will be public members.

CARRIED

MOTION #14 – MOVED BY SHAWN BUGDEN, SECONDED BY KURT SCHROEDER THAT the appointing of members to Complaints Committee be tabled.

CARRIED



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MOTION #15 – MOVED BY KURT SCHROEDER, SECONDED BY SHAWN BUGDEN THAT Council approve that the Discipline Committee will be comprised of twelve members, eight of which will be licensed pharmacists, and four of which will be public members.

CARRIED

MOTION #16 – MOVED BY SHAWN BUGDEN, SECONDED BY DONNA FORBES THAT the appointing of members to the Discipline Committee be tabled.

CARRIED

MOTION #17 – MOVED BY KURT SCHROEDER, SECONDED BY SHAWN BUGDEN THAT Council establishes the Professional Development Committee, Standards of Practice Committee, Executive Committee, Finance and Risk Management Committee, the Governance Committee and Quality Assurance Committee.

CARRIED

MOTION #18 – MOVED BY KURT SCHROEDER, SECONDED BY JENNIFER LUDWIG THAT Council approve the following drugs as the schedule to the Manitoba Prescribing Practices Program:

- 1) All sales reportable narcotics (including Methadone)
- 2) All sales reportable controlled drugs
- 3) Butalbital with or without codeine (ie. Fiorinal)
- 4) Nalbuphine (single or multiple ingredient products ie: Nubain)
- 5) Phenobarbital with codeine
- 6) Propoxyphene (single or multiple ingredient products)
- 7) Pentazocine (single or multiple ingredient products)
- 8) Phentermine (single or multiple ingredient products)
- 9) Diethylpropion (single or multiple ingredient products)
- 10) Butorphanol

CARRIED

MOTION #19 – MOVED BY RANDY STEPHANCHEW, SECONDED BY SHAWN BUGDEN THAT Council directs the Registrar to publish a newsletter in compliance with the regulations and the newsletter can be in electronic format. Council directs the registrar to provide immediate



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notification, to fulfill Council's responsibilities for notification, under section 132(3) of the Regulation and also publish the information in the newsletter.

CARRIED

MOTION #20 – MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS THAT Council approve the establishment and directs the registrar to maintain the registers as noted below:

- a register of pharmacists
- a register of members
- a register of interns
- a register of students
- a conditional register of pharmacists
- a register of licensed pharmacies
- an academic register
- an extended practice register

Further, Council directs the registrar to maintain a list of pharmacists that have qualified with advanced administration and prescribers of minor ailments.

CARRIED

MOTION #21 – MOVED BY KURT SCHROEDER, SECONDED BY RANDY STEPHANCHEW THAT Council approve the following requirements as qualifications for a pharmacy technician:

1. all CCAPP accredited educational programs located in Canada (or for those that did not graduate from a CCAPP accredited program, council approves successful completion of the PEBC Technician Evaluation Examination and the bridging program as established by NAPRA),
2. successful completion of the PEBC Pharmacy Technician Qualifying Examination,
3. successful completion of the jurisprudence exam, and,
4. successful completion of a practical training program of 240 hours with an approved preceptor.

CARRIED

MOTION #22 – MOVED BY DINAH SANTOS, SECONDED BY DONNA FORBES THAT Council defer the approval of additional requirements for renewal of registration as an extended practice pharmacist until 1 3Q2014.



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CARRIED

MOTION #23 – MOVED BY KURT SCHROEDER, SECONDED BY GEOFF NAMAKA THAT Council defer the approval of training programs for members who prescribe drugs listed in Schedule 3 to the regulations [ss 118(2) of the Regulation] until 4Q2013.

CARRIED

Lunch Break: 12:00 – 12:35 p.m.

Randy Stephanchew and Todd Mereniuk left during the lunch break, prior to re-convening.

MOTION #24 – MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS THAT Council approve the College of Pharmacists of Manitoba, Canadian Council on Continuing Education in Pharmacy, Accreditation Council for Pharmacy Education, Maintenance of Competence Program of the Royal College of Physicians and Surgeons of Canada (MOCOMP), Mainpro, American Medical Association and Canadian universities as providers for accredited professional development programs and courses.

CARRIED

MOTION #25 – MOVED BY KURT SCHROEDER, SECONDED BY KRISTINE PETRASKO THAT Council approve a professional development program for pharmacy technicians that consists of at least 15 hours of professional development learning activities from accredited or non-accredited providers.

DEFEATED

MOTION #26 – MOVED BY SHAWN BUGDEN, SECONDED BY GEOFF NAMAKA THAT Council approve a professional development program for pharmacy technicians that consists of at least 15 hours of professional development learning activities, of which 5 must be from accredited providers.

CARRIED

Randy Stephanchew returned to the meeting at 1 p.m.



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MOTION #27 – MOVED BY SHAWN BUGDEN, SECONDED BY KRISTINE PETRASKO THAT Council establishes a policy that requires all community pharmacies and hospital pharmacies (except pharmacies in small hospital of less than 50 beds) must be open for at least 25 hours over a minimum of four (4) days per week unless the pharmacy manager or owner can demonstrate to Council that fewer hours will safely meet the needs of the patients receiving care from the pharmacy. All pharmacies applying for any component under the regulations must comply with the minimum hours. For small hospital pharmacies, clinical pharmacies and external dispensing components, the requirement for hours of operation services would be at least 10 hours per week over a minimum of three (3) days per week, unless the pharmacy manager or owner can demonstrate to Council that fewer hours will safely meet the needs of the patients receiving care. In addition, for clinical pharmacies, a pharmacist must be available for at least 25 hours over a minimum of 4 days per week.

CARRIED

MOTION #28 – MOVED BY JENNIFER LUDWIG, SECONDED BY DONNA FORBES THAT Council approve the following disclaimer to be posted on the home page of all Distant Care (International Prescription Service) pharmacies:

“Be advised that, given the international nature of the practice of International Prescription Service (IPS), there may be limitations in the ability of the College of Pharmacists of Manitoba (“College”), which is the statutory licensing authority for pharmacies and pharmacists in the Province of Manitoba, to investigate and prosecute complaints from persons who receive services or products from an IPS pharmacy. Manitoba Pharmacists are not permitted to fill US physicians’ prescriptions. They can only fill prescriptions issued by a physician licensed in a province or territory of Canada. College takes the position that it may be contrary to professional standards for a pharmacist to fill prescriptions by a physician, licensed in a province or territory of Canada, who has not established an acceptable patient-physician relationship with you.”

CARRIED

MOTION #29 – MOVED BY KRISTINE PETRASKO, SECONDED BY RANDY STEPHANCHEW THAT Council approves a policy on “reasonable access” that prohibits an external dispensing site or satellite pharmacy



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from locating in any community where a community pharmacy already exists, but does not require the closure of an external dispensing site or satellite pharmacy should a community, hospital or clinical pharmacy open after an external dispensing site or satellite pharmacy began operating in the community. Not having reasonable access is defined as occurring when individuals residing in the community have a strong likelihood of experiencing an unacceptable and harmful delay in receiving proper care or the care being provided is a lower standard. In order to open an external dispensing site or satellite pharmacy, applicants would be required to show that no pharmacy is located in the community and provide evidence of an unacceptable and harmful delay in receiving proper care or that the care being provided is of a lower standard in the community.

CARRIED

MOTION #30 – MOVED BY DINAH SANTOS, SECONDED BY KRISTINE PETRASKO THAT Council defer approving drug packaging preparation processes where pharmacy technicians perform the final check [clause 60(1)(b) of the Regulation] until an application is submitted.

CARRIED

MOTION #31 – MOVED BY JENNIFER LUDWIG, SECONDED BY DONNA FORBES THAT Council approve that a maximum of 12 CEU in any three (3) consecutive year period may be recorded from recognized, accredited programs in First Aid or CPR. A maximum of 10 CEU in any three (3) consecutive year period may be recorded from recognized, accredited programs in business or personal development.

CARRIED

- (iii.) Council update on practice directions under new Act and Regulations
The document entitled “The Pharmaceutical Act and Regulation – Action Plan of Council Responsibilities for Practice Directions” was circulated in advance of the meeting.

MOTION #32 – MOVED BY JENNIFER LUDWIG, SECONDED BY KRISTINE PETRASKO THAT:



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- a. Council approve the current standards of practice document that includes community practice pharmacies (dated June 2006) as a practice direction;
- b. Council approve the current standards of practice document that includes hospital practice pharmacies (dated June 2006) as a practice direction;
- c. Council direct the Standards of Practice Committee to develop a Lock and Leave practice direction (that reflects the current regulations, but not included in the July 2013 regulations);
- d. Council direct the Standards of Practice Committee to develop a Secondary Hospital component practice direction for implementation in 1Q2014;
- e. Council approve the current standards of practice document that includes personal care home standards (dated June 2006) as a practice direction;
- f. Council to defer final approval of any Practice Directions until receiving a report with recommendation from the President and the Chair of the Standards of Practice Committee;
- g. Council direct the Standards of Practice Committee to develop a practice direction for the delegation of dispensing a drug for implementation in 1Q2014;
- h. Council approve the current standards of practice document, that includes labelling in hospital practice pharmacies (dated June 2006), as a practice direction;
- i. Council approve the current standards of practice document, that includes the requirement for patient profiles in community and hospital pharmacies (dated June 2006), as a practice direction;
- j. Council approve the current standards of practice document, that includes the requirement for patient counselling in community and hospital pharmacies (dated June 2006), as a practice direction;
- k. Council approve the current standards of practice document, *the NAPRA Supplemental Standards of Practice for Schedule II and III Drugs*, that includes the requirements for sale (dated June 2005), as a practice direction;
- l. Council approve the current standards of practice document, *the NAPRA Supplemental Standards of Practice for Schedule II and III Drugs*, that includes the requirements for sale (dated June 2005), as a practice direction;
- m. Council direct the Standards of Practice Committee to review the need for a practice direction on Prescribing a medical device by Members in 2Q2014;



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- n. Council directs the Standards of Practice Committee to review the continued care prescription practice for the need to create a practice direction, in 2Q2014;
- o. Council direct the Standards of Practice Committee to review the need for a practice direction on Restriction on Advertising in 2Q2014; and
- p. Council direct the Standards of Practice Committee to review the need for a practice direction on Advertising Prices and Fees in 2Q2014.

CARRIED

MOTION #33 – MOVED BY SHAWN BUGDEN, SECONDED BY DINAH SANTOS THAT discussion on the Distant Care Component (IPS) be tabled until the September 30, 2013, Council meeting, at which time the registrar will provide the existing standards of practice document and the project manager's minutes from a recent meeting with MIPA.

CARRIED

MOTION #34 – MOVED BY KURT SCHROEDER, SECONDED BY SHAWN BUGDEN THAT, while the regulations are quite prescriptive (regulation 42(3)), Council directs the Standards of Practice Committee to create a practice direction on External Dispensing that addresses the areas of technology, onsite inspections and compliance with patient counselling standard for implementation in 2Q2014.

CARRIED

MOTION #35 – MOVED BY SHAWN BUGDEN, SECONDED BY JENNIFER LUDWIG THAT while the regulations are quite prescriptive on pharmacy closures (regulations 45(1) and 45(3)), Council directs the Standards of Practice Committee to create a practice direction that addresses the area of proper pharmacy closures for implementation in 2Q2014.

CARRIED

MOTION #36 – MOVED BY KURT SCHROEDER, SECONDED BY RANDY STEPHANCHEW THAT Council direct the Standards of Practice Committee to determine the need for a practice direction on



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Pharmacist to Staff Ratio. If a practice direction is needed, implementation no later than 2Q2014 is requested.

CARRIED

MOTION #37 – MOVED BY DINAH SANTOS, SECONDED BY JENNIFER LUDWIG THAT Council direct the Standards of Practice Committee to determine the need for a practice direction on the tasks that Other Persons may perform in a pharmacy (regulations (64)) in 1Q2014.

CARRIED

MOTION #38 – MOVED BY KURT SCHROEDER, SECONDED BY SHAWN BUGDEN THAT Council determined that no further action is required related to the standard of practice entitled, “Ensuring Patient Safety.”

CARRIED

MOTION #39 – MOVED BY KURT SCHROEDER, SECONDED BY KRISTINE PETRASKO THAT Council approves the current dispensing doctors as dispensing practitioners.

CARRIED

MOTION #40 – MOVED BY KURT SCHROEDER, SECONDED BY JENNIFER LUDWIG THAT Council directs the Standards of Practice Committee to determine the need for a practice direction on Dispensing Practitioners in 2Q2014.

CARRIED

- (iv.) Dispensing description
The Registrar reviewed the definition with respect to approval of a prescription and dispensing. Council supported the explanation and it will be included in the Orientation Manual.



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12. New Business

- (i.) Clinical pharmacy practice direction
The draft practice direction on Clinical Practice Pharmacies, and the draft of the minimum site requirements for Clinical Practice Pharmacy were distributed at the meeting.

MOTION #41 – MOVED BY KURT SCHROEDER, SECONDED BY RANDY STEPHANCHEW THAT the draft practice direction on Clinical Practice Pharmacies, and the draft of the minimum site requirements for Clinical Practice Pharmacy be forwarded to the Standards of Practice Committee for review.

CARRIED

- (ii.) Bylaws
The Registrar distributed a copy of the September 16, 2013, draft of the bylaws for information and reported that work is ongoing with legal counsel for the preparation of the bylaws. A final draft will be considered at an upcoming Council meeting.
- (iii.) Orientation Manual
The Registrar reported that the Orientation Manual is being developed by Ronda Eros and will be provided at an upcoming Council meeting for Council's review and approval.
- (iv.) Code of Ethics – details
The Registrar reported that the development of details and rationale around the new Code of Ethics is yet to be drafted. Past President Bugden volunteered to start work on the document and share it with the Executive Committee.
- (v.) College of Pharmacists of Manitoba Logo
The Registrar provided a draft of the updated logo for information.

13. Adjourn

MOTION #42 – MOVED BY SHAWN BUGDEN, SECONDED BY KRISTINE PETRASKO THAT the meeting adjourn.

CARRIED

The meeting adjourned at 4:00 p.m.