



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

FRIDAY, APRIL 7, 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
Dr. Xiaochen Gu, Interim Dean, College of Pharmacy
Geoff Namaka
Rik Panciera, Public Representative
Sonal Purohit
Derrick Sanderson
Dinah Santos
Audra Taylor, Public Representative
Cheryl Zelenitsky, Public Representative

LIAISONS TO COUNCIL:

Susan Balagus, Pharmacy Technician Liaison
Dr. Patricia Caetano, Manitoba Health Liaison
Grazia Prochazka, CSHP Liaison

COLLEGE STAFF:

Susan Lessard-Friesen, Registrar
Todd Mereniuk, Deputy Registrar
Jill Hardy, Assistant Registrar
Kathy Hunter, Assistant Registrar
Ronda Eros, Practice Consultant
Kathy Klimasara, Executive Assistant to the Registrar

UNABLE TO ATTEND:

Travis Giavedoni, Public Representative
Brittany Kessler, College of Pharmacy Student
Dr. Brenna Shearer, Pharmacists Manitoba Liaison



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1. Convene

a) Welcome

President Jennifer Ludwig convened the meeting at 9:07 a.m. and welcomed attendees to the meeting. Council Members, liaisons to Council, and College staff introduced themselves.

b) Declaration of Conflict

President Ludwig declared a conflict of interest with agenda item 10.c) ii.

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

Grazia Prochazka declared a conflict of interest with agenda item 10.c) v. and vi.

Past President Marsh and Derrick Sanderson advised that the Council members would be invited to stay for the discussion surrounding the agenda items identified as a conflict of interest above as the perspective the Council members could offer was valuable to Council in review of the Pharmacy Technician Final Check Program Applications.

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 KEVIN HAMILTON THAT the agenda be approved as circulated.

CARRIED

3. Approval of Minutes

a) February 6, 2017

The draft minutes of the February 6, 2017, Council meeting were circulated in advance of the meeting.

MOTION #2: MOVED BY DINAH SANTOS, SECONDED BY DERRICK SANDERSON THAT the minutes of the February 6, 2017, Council meeting be approved.

CARRIED

b) March 7, 2017

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

MOTION #3: MOVED BY KEVIN HAMILTON, SECONDED BY GLENDA MARSH THAT the minutes of the March 7, 2017, Council meeting be approved.

CARRIED



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4. Business Arising from Minutes

The Business Arising from the Minutes of the February 6, 2017, & March 7, 2017, Council meetings were circulated in advance of the meeting.

MOTION #3: MOVED BY PETR PROCHAZKA, SECONDED BY KEVIN HAMILTON THAT the Business Arising from the Minutes of the February 6, 2017, & March 7, 2017, Council meetings be accepted for information, with the amendment to point #9 to indicate “Voting Member”.

CARRIED

5. Correspondence

a) On Board

- (i.) Copy of correspondence from Registrar Susan Lessard-Friesen dated February 14, 2017, addressed to Ms. Anjali Acharya with respect to the proposed changes to the National Association of Pharmacy Regulatory Authorities Governance structure;
- (ii.) Copy of correspondence from Registrar Susan Lessard-Friesen dated February 23, 2017, addressed to Ms. Donna Forbes with respect to the reappointment of Ms. Forbes to the College’s Complaints Committee;
- (iii.) Copy of correspondence from Assistant Registrar – Quality Assurance Jill Hardy dated March 17, 2017, addressed to Ms. Stephanie Dudok with respect to Council’s approval of the implementation timeline for compounding standards;
- (iv.) Copy of correspondence from Assistant Registrar – Quality Assurance Jill Hardy dated March 17, 2017, addressed to Mr. Paul Penner with respect to Council’s approval of the implementation timeline for compounding standards;
- (v.) Correspondence from President and Vice-Chancellor Dr. David Barnard, University of Manitoba, dated February 16, 2017, addressed to President Ludwig expressing gratitude for the most recent levy donation provided to the University on behalf of the membership;
- (vi.) Copy of correspondence from Executive Director Dayle Acorn, Canadian Foundation for Pharmacy (CFP), dated March 17, 2017, addressed to Registrar Susan Lessard-Friesen with expressing gratitude for the \$1503.48 donation representing net proceeds from the 2016 golf tournament and a \$938 donation to CFP in the name of pharmacists who passed away in 2016;
- (vii.) Copy of correspondence from Registrar Susan Lessard-Friesen dated March 23, 2017, addressed to Mr. Douglas Thidrickson regarding Council’s approval of his request for exception to the practice direction for Standard of Practice #15: Pharmacy Facilities with respect to a potential satellite pharmacy in Fairford, Manitoba;
- (viii.) Copies of correspondence from Registrar Susan Lessard-Friesen dated March 30, 2017, addressed to the pharmacy managers of the three pharmacies that received approval from Council on their Pharmacy Technician Final Check Program Applications at the previous Council meeting;



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- (ix.) Correspondence from Executive Director Carmen Catizone, National Association of Boards of Pharmacy (NABP), dated March 9, 2017, addressed to Registrar Susan Lessard-Friesen regarding the NABP member benefits statement with an invitation to the 113th NABP Annual Meeting;
 - (x.) Correspondence from Ms. Penny Murray, addressed to Council of the College and members of the Awards & Nominating Committee, expressing gratitude for being selected as a recipient of Honorary Life Membership in 2017;
 - (xi.) Correspondence from Ms. Kim McIntosh, addressed to Council of the College, expressing gratitude for being selected as a recipient of 2017 Patient Safety Award; and
 - (xii.) Winnipeg Free Press dated March 31, 2017, including the announcement of the 2017 College award recipients.
- b) Listed
Not applicable.

6. College Operations Report

The Operations Report was circulated in advance of the meeting.

MOTION #4: MOVED BY PETR PROCHAZKA, SECONDED BY GLENDA MARSH 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, College of Pharmacy Student, and Pharmacists Manitoba.

- a) Pharmacy Examining Board of Canada (PEBC)
The Pharmacy Examining Board of Canada report was circulated in advance of the meeting.
- b) College of Pharmacy
The College of Pharmacy report was circulated in advance of the meeting.
- c) Canadian Society of Hospital Pharmacists (CSHP)
New CSHP liaison to Council Grazia Prochazka provided a verbal update at the meeting.
- d) College of Pharmacy Student
The College of Pharmacy Student report was circulated in advance of the meeting.
- e) National Association of Pharmacy Regulatory Authorities
Past President Glenda Marsh provided a verbal update at the meeting.



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- f) Pharmacists Manitoba
The Pharmacists Manitoba report was circulated in advance of the meeting.
- g) Manitoba Health
Manitoba Health liaison to Council Dr. Patricia Caetano provided a verbal update at the meeting.
- h) Pharmacy Technician
Pharmacy technician liaison to Council Susan Balagus provided a verbal update at the meeting.

MOTION #5: MOVED BY DONNA FORBES, SECONDED BY GLENDA MARSH THAT the Pharmacy Examining Board of Canada, College of Pharmacy, Canadian Society of Hospital Pharmacists, College of Pharmacy Student, National Association of Pharmacy Regulatory Authorities and Pharmacists Manitoba 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 PETR PROCHAZKA, SECONDED BY DINAH SANTOS THAT the “For Information” section of the Executive Committee report be accepted for information.

CARRIED

Assistant Registrar Jill Hardy spoke regarding the Safety IQ Pilot Project.

MOTION #7: MOVED BY JENNIFER LUDWIG, SECONDED BY GLENDA MARSH THAT Council approve the Safety Improvement in Quality (Safety IQ) Continuous Quality Improvement Pilot Project and that the draft budget for the pilot project be approved as presented.

CARRIED

MOTION #8: MOVED BY PETR PROCHAZKA, SECONDED BY SONAL PUROHIT THAT Ashley Walus be appointed to the College’s Finance and Risk Management Committee.

CARRIED



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MOTION #9: MOVED BY JENNIFER LUDWIG, SECONDED BY WENDY CLARK THAT Grazia Prochazka be appointed to the College's Board of Examiners.

CARRIED

MOTION #10: MOVED BY JENNIFER LUDWIG, SECONDED BY PETR PROCHAZKA THAT David I. Marr and Joseph Pollock, Marr Finlayson Pollock LLP be appointed as legal counsel to the College until April 2019.

CARRIED

MOTION #11: MOVED BY JENNIFER LUDWIG, SECONDED BY GLENDA MARSH THAT Council include a complete structured member, public, and stakeholder consultation within the regulation amendment process.

CARRIED

10:30 a.m. – 10:45 a.m. - Break

- b) Quality Assurance Committee (includes Standards of Practice & Professional Development Division reports)
The Quality Assurance Committee Report to Council, including the Standards of Practice Division Report and Professional Development Division Report, was circulated in advance of the meeting.

MOTION #12: MOVED BY PETR PROCHAZKA, SECONDED BY DONNA FORBES 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

MOTION #13: MOVED BY KEVIN HAMILTON, SECONDED BY GLENDA MARSH THAT the practice direction entitled "Referring a Patient" be approved for implementation on May 5, 2017.

CARRIED

MOTION #14: MOVED BY KEVIN HAMILTON, SECONDED BY PETR PROCHAZKA THAT the practice direction entitled, "Pharmacy Facilities" be approved for member and stakeholder consultation and feedback.

CARRIED



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MOTION #15: MOVED BY KEVIN HAMILTON, SECONDED BY DONNA FORBES THAT the document entitled the Pharmacy Practice Management Systems be approved as an Appendix (Item 5.2) to the practice direction entitled, “Pharmacy Facilities.”

CARRIED

- c) Governance Committee

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

MOTION #16: MOVED BY DERRICK SANDERSON, SECONDED BY AUDRA TAYLOR THAT the Governance Committee report be accepted for information.

CARRIED

- d) Finance & Risk Management Committee

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

MOTION #17: MOVED BY GLENDA MARSH, SECONDED BY KEVIN HAMILTON THAT the Finance & Risk Management Committee Report be accepted for information.

CARRIED

- e) Board of Examiners

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

MOTION #18: MOVED BY DR. XIAOCHEN GU, SECONDED BY PETR PROCHAZKA 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 #19: MOVED BY PETR PROCHAZKA, SECONDED BY AUDRA TAYLOR THAT the Discipline Committee Report be accepted for information.

CARRIED

- g) Awards & Nominating Committee

No report.

- h) Extended Practice Advisory Committee

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



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MOTION #20: MOVED BY KEVIN HAMILTON, SECONDED BY PETR PROCHAZKA 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
Vice President Kevin Hamilton provided a verbal update during the meeting on the efforts and recommendations of the ad-hoc committee.

Council tasked the Extended Practice Pharmacist Advisory Committee with reviewing whether Travel Health vaccines should be considered as an additional program under section 96 of the Pharmaceutical Regulation.

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 Registrar provided a verbal update on the initiative.

c) Mifegymiso

The College advised Council that actions taken by the Colleges for physicians and pharmacists in Ontario and British Columbia will permit pharmacists in those provinces to dispense mifegymiso directly to the patient. Currently, this is contrary to Health Canada’s approved distribution procedures for the drug. The College received some clarification from Health Canada and the Registrar continues to seek further clarification from Health Canada on the approved restricted distribution process for the drug.

The College developed a draft guideline document for consideration. However, because the outstanding items requiring clarification will have significant impact on the content of the guideline document, the draft was not provided to Council at this meeting. The Registrar provided a verbal report on her recent discussions with the Registrar of The College of Physicians and Surgeons of Manitoba and the Executive Director of the College of Registered



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Nurses of Manitoba with respect to implementation of the restricted distribution system for mifegymiso in Manitoba.

10. New Business

a) Preparation for the Annual General Meeting and Pharmacy Conference Weekend

President Ludwig led a discussion on assignments for Council members for the Saturday, April 8, 2017, Annual General Meeting.

b) Medical Cannabis

The Registrar participated in a webinar presented by Neighborhood Pharmacies on their proposal for the dispensing of medical cannabis from pharmacies. In addition to representatives from NAPRA and the Council of Pharmacy Registrars of Canada (CPRC), representatives from CPhA also participated in the webinar. The slides for this presentation were circulated in advance of the meeting.

On March 30th, the Registrar attended a facilitated CPRC Cannabis Strategy Session in Toronto. Invited guests to the session included Dr. Mark Ware, a family physician practicing in pain medicine in Montreal, who served as Vice Chair of the Task Force on Cannabis Legalization and Regulation, and representatives from Health Canada and CPhA. A pre-session survey was conducted with all Registrars to provide comments on the many issues surrounding the proposed dispensing of medical cannabis from pharmacies. The main goal of the session was to develop a NAPRA/CPRC position statement on medical cannabis. The Registrar provided additional comments regarding the session at the Council meeting.

c) 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.

(i.) NorthMart Pharmacy & Muskehki Pharmacy

MOTION #21: MOVED BY GLENDA MARSH, SECONDED BY SONAL PUROHIT THAT Council approve the application for Pharmacy Technician Final Check Program as submitted by Pharmacy Manager Alysha Buck for implementation at NorthMart Pharmacy & Muskehki Pharmacy.

CARRIED

(ii.) Pharmamedic Services Pharmacy



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MOTION #22: MOVED BY GLENDA MARSH, SECONDED BY KEVIN HAMILTON THAT Council approve the application for Pharmacy Technician Final Check Program as submitted by Pharmacy Manager Mark Mercure for implementation at Pharmadedic Services Pharmacy.

CARRIED

(iii.) Carman Pharmacy

MOTION #23: MOVED BY GLENDA MARSH, SECONDED BY DONNA FORBES THAT Council approve the application for Pharmacy Technician Final Check Program as submitted by Pharmacy Manager Holly Watts for implementation at Carman Pharmacy.

CARRIED

(iv.) Virden Drugs

MOTION #24: MOVED BY GLENDA MARSH, SECONDED BY KEVIN HAMILTON THAT Council approve the application for Pharmacy Technician Final Check Program as submitted by Pharmacy Manager Tracy Lelond-Young for implementation at Virden Drugs.

CARRIED

(v.) Victoria General Hospital Pharmacy

MOTION #25: MOVED BY PETR PROCHAZKA, SECONDED BY WENDY CLARK THAT Council approve the application for Pharmacy Technician Final Check Program as submitted by Pharmacy Manager Leslie Hoy for implementation at Victoria General Hospital Pharmacy.

CARRIED

(vi.) Seven Oaks General Hospital Pharmacy

MOTION #26: MOVED BY PETR PROCHAZKA, SECONDED BY KEVIN HAMILTON THAT Council approve the application for Pharmacy Technician Final Check Program as submitted by Pharmacy Manager Cenzina Caligiuri for implementation at Seven Oaks General Hospital Pharmacy.

CARRIED



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- d) Request for Appointment to The College of Physicians and Surgeons of Manitoba's (CPSM) Standards of Practice Opioid Prescribing Working Group
The CPSM is requesting an appointee to a new working group tasked with developing a standard for opioid prescribing.

MOTION #27: MOVED BY PETR PROCHAZKA, SECONDED BY WENDY CLARK THAT Dr. Jamie Falk be appointed to The College of Physicians and Surgeons of Manitoba's Standards of Practice Opioid Prescribing Working Group.

CARRIED

- e) Proposed amendment to *US Food, Drug and Cosmetic Act*
The National Association of Boards of Pharmacy (NABP) alerted the Registrar to proposed US federal legislation that would amend the *US Food, Drug, and Cosmetic Act* to allow US consumers to import Health Canada-approved drugs through authorized wholesalers and Canadian online pharmacies. A copy of the correspondence was circulated in advance of the meeting. Council considered the implications of approval of the amendment, along with the College's response.

MOTION #28: MOVED BY KEVIN HAMILTON, SECONDED BY SONAL PUROHIT THAT a response be drafted for review and approval by the Executive Committee that outlines the concerns of Council regarding the proposed US federal legislation that would amend the *US Food, Drug, and Cosmetic Act* to allow US consumers to import Health Canada-approved drugs through authorized wholesalers and Canadian online pharmacies.

CARRIED

- f) Request from a Member
A member sought Council's approval for variances to the pharmacy facilities requirements for the opening of a temporary community pharmacy in order to meet the acute medication needs of the athletes participating in the 2017 Canada Summer Teams, and their support teams.

MOTION #29: MOVED BY RIK PANCIERA, SECONDED BY DINAH SANTOS THAT Council approve the variance to the pharmacy facilities requirements for the opening of a temporary community pharmacy dedicated to the acute medication needs of the athletes participating in the 2017 Canada Summer Games, and their support teams.

CARRIED

- g) Review of the *Personal Health Information Act*
The Personal Health Information Act (PHIA) requires the Minister of Health, Seniors and Active Living to undertake a comprehensive review of the operation of *PHIA*, which is intended to ensure that *the Act* continues to meet its objectives and reflect contemporary needs.



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The Registrar and Executive Assistant were tasked with undertaking the review and submitting feedback.

A key part of the review is obtaining feedback from the public and key stakeholders on *the Act*. The Legislative Unit requested that the College provide feedback after undertaking a review of *the Act*, and Council members were invited to assist the College with the review.

h) PharmD Program Development

Ms. Jan Coates, Director of PharmD Development at the University of Manitoba, provided a written update on the initiative that was circulated in advance of the meeting.

i) 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 document was circulated in advance of the meeting for review and feedback with the intent for approval for implementation at the June 2017 Council meeting. Council determined that there was not a need for a practice direction to support this joint statement at the time.

j) Request from a Pharmacy Assistant

An Issue Brief and supporting documents were circulated in advance of the meeting.

MOTION #30: MOVED BY DERRICK SANDERSON, SECONDED BY RIK PANCIERA THAT Council approve the request, granting an exception to the requirement that a pharmacy technician-in-training be required to conduct the Manitoba Pharmacy Technician Structured Practical Training Program (SPT) in a licenced community pharmacy or hospital pharmacy in Manitoba where dispensing, compounding, and product preparation occurs; Council approves that Melissa Santos may complete the SPT under the supervision of a pharmacist licensed by the College, at the 17 Wing Base, upon approval by the College of her application as a pharmacy technician-in-training and the required supporting documentation.

CARRIED

1:45 p.m. – 1:53 p.m. - Break

1:45 p.m. Liaisons to Council left the meeting in advance of the “in camera” session.

k) In Camera Session

Several items were considered during the “In Camera” session which commenced at 1:58 p.m. College staff were invited to remain during the in camera session.



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Council moved to a regular session at 2:33 p.m.

1) Adjourn

MOTION #31: MOVED BY RIK PANCIERA, SECONDED BY GEOFF NAMAKA THAT the meeting adjourn.

CARRIED

The meeting adjourned at 2:33 p.m.