



# College of Pharmacists of Manitoba

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## Policy and Procedure: Regulation Amendment and Consultation Process

### 1.0 Policy Statement

The College of Pharmacists of Manitoba (College) is committed to soliciting, considering and valuing the feedback provided by members, the public and stakeholders. The College is committed to honoring the policy by adhering to the procedures outlined herein.

The Regulation Amendment and Consultation Process will adhere to and bolster the mandate of the College by adhering to the College's values and mission.

### 2.0 Identification of Regulations Requiring Amendment

Council may be requested to consider making, amending or repealing a regulation from a standing or ad hoc committee, a voting member or the Registrar. Council may cause an individual or group of individuals to research the request and prepare an initial draft of the new or amended regulation.

### 3.0 Consultation, Feedback and Development

The consultation and development process includes:

1. College staff creates a list of proposed regulation changes including the rationale for the change in consideration of patient care and patient safety.
2. An initial consultation with the Executive of the Canadian Society of Hospital Pharmacists and Pharmacists Manitoba for the purpose of reviewing proposed changes.
3. An opportunity for members, the public and stakeholders to review and provide feedback on the proposed changes as part of a structured consultation process.
4. A meeting with Manitoba Health that includes the Deputy Minister of Health and the Legislative Drafting Unit to review and discuss the proposed changes and the requirements for drafting the regulations.
5. A draft of the regulations is submitted to Council for consideration.

### 4.0 Feedback Process

#### 4.1. Written Feedback

At any time, members and stakeholders may provide written feedback. That feedback must:

1. be forwarded to the Registrar and/or President;
2. define clear objectives with supporting rationale demonstrating how the recommendation promotes patient care & patient safety;
3. make recommendations for any changes to the proposed regulation based on feedback from members and / or stakeholders will be shared with the Council;

4. be reported to the next meeting of Council, where the author of the document may be asked to make a presentation; and
5. be reported, including Council's deliberation and the outcome, in the minutes of the Council meeting and posted as per Council policy.

#### 4.2. Call for Special General Meeting

At any time and upon a written request signed by at least 5% of the members of the College entitled to vote, members may require Council to convene a Special General Meeting for the purpose specified in the request (e.g. concerns regarding a proposed regulation amendment).

After giving notice of the time and place of the meeting in accordance with the by-laws, Council must convene a Special General Meeting for the declared purpose (and include any resolution provided to Council from the petitioning members).

The convened meeting must comply with by-law 3.06 that states: The chair of the general meeting may permit discussion and acceptance of motions and resolutions that (i) are for information and do not require consideration by the College; or (ii) make recommendations to Council with respect to any policy and business matter of the College. All motions accepted pursuant to subsection 3.06(a)(ii) hereof must be forwarded to Council for consideration.

Council is committed to ensuring Council Member participation in Special General Meetings. Special General Meetings in the recent past have included teleconferences. Council will continue to look at ways of expanding external participation and voting through a review of the voting procedures described in the by-laws of the College.

Council will provide a response to all motions arising at a Special General Meeting in writing within 90 days of the date of the Special General Meeting.

### 5.0 Approval and Implementation

Council must:

1. consider feedback and responses in conjunction with results of the development process before the final approval of a new or amended regulation by an approving party;
2. consider the regulation amendment with respect to its ability to improve patient care and safety;
3. establish an appropriate implementation plan; and
4. inform and educate the members, the public and stakeholders about the objective(s) and desired outcomes of the regulation.

### 6.0 Review Process

Council must, on an ongoing basis, review and assess the Regulation to *The Pharmaceutical Act* and any relevant information to ensure effectiveness and appropriateness. The feedback processes listed in section 3.0 are available to members at any time.

### 7.0 Urgent Matters

Notwithstanding the protocol outlined in this statement, Council reserves the ability to develop regulations for consideration of Government on an urgent basis, in response to a pandemic, public health crisis, or other similar extenuating circumstances. Should Council develop any new or amended regulation without first adhering to the process outlined in this policy, Council must comply with the review and feedback process at the earliest opportunity.

*Approved by Council: June 19, 2017*