



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, DECEMBER 8, 2014 PHARMACY HOUSE

Members Present:

Glenda Marsh, President
Dinah Santos, Vice President
Jennifer Ludwig, Executive Treasurer
Kyle MacNair, Past President
Brent Booker
Neal Davies
Kevin Hamilton
Geoff Namaka
Petr Prochazka
Derrick Sanderson

Public Representatives:

Donna Forbes (participated via teleconference)
Travis Giavedoni

Liaison Members:

Debra Chartier, Canadian Association of Pharmacy Technicians Liaison
Brenna Shearer, Manitoba Society of Pharmacists 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

Regrets:

Patricia Caetano, Manitoba Health Liaison
Nicole Nakatsu, CSHP Manitoba Branch Liaison
Camille Manansala, Pharmacy Student Liaison

1. Convene
 - a) Welcome
President Marsh convened the meeting at 9:05 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.



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MOTION #1: MOVED BY KEVIN HAMILTON, SECONDED BY KYLE MACNAIR THAT the agenda be approved.

CARRIED

3. Approval of Minutes

a) October 6, 2014 – Council Meeting

The draft of the October 6, 2014, Council meeting minutes was circulated in advance of the meeting.

MOTION #2: MOVED BY PETR PROCHAZKA, SECONDED BY BRENT BOOKER THAT the minutes of the October 6, 2014, Council meeting be approved, with one spelling correction.

CARRIED

4. Business Arising from Minutes

The Business Arising from the Minutes of the October 6, 2014, Council meeting was circulated in advance of the meeting.

MOTION #3: MOVED BY DINAH SANTOS, SECONDED BY KYLE MACNAIR THAT the Business Arising from Minutes be accepted for information.

CARRIED

5. Correspondence

a) On Board

- (i.) Greeting card from Ms. Lois Cantin, addressed to Mr. Ronald Guse, Ms. Glenda Marsh, and Council, expressing gratitude for the opportunity to participate in the “Past Presidents” dinner;
- (ii.) Copy of correspondence from Ms. Hailey Lincoln, addressed to Mr. William Eamer, expressing gratitude for being named the recipient of the William Eamer / College of Pharmacists Scholarship for Student Excellence;
- (iii.) Correspondence from Mr. Joel Hart, addressed to Mr. Ronald Guse, expressing gratitude for being named the recipient of the Flexon Silver Medal;
- (iv.) Correspondence from Dr. Neal Davies, Dean of the College of Pharmacy at the University of Manitoba, addressed to Mr. Ronald Guse, expressing gratitude to the College of Pharmacists for the monetary gift in support of the College of Pharmacists of Manitoba Fund at the College of Pharmacy;
- (v.) Copy of the program for the College of Pharmacy Graduate Studies Awards Reception, hosted on December 4, 2014;
- (vi.) Copy of the terms of reference for the William G. Eamer / College of Pharmacists of Manitoba Undergraduate Scholarship, along with the mock-up for the award plaque;
- (vii.) Copy of terms of reference for the William G. Eamer / College of Pharmacists of Manitoba Graduate Scholarship, along with the mock-up for the award plaque;
- (viii.) Copy of the Manitoba Society of Pharmacists supplement to the Winnipeg Free Press dated November 22, 2014;
- (ix.) Copy of the document entitled, “Security Awareness – Points to Ponder”;



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- (x.) Copy of correspondence from Minister of Health Sharon Blady, addressed to Ms. Audra Taylor indicating that Ms. Taylor has been reappointed as a member of the College of Pharmacists' Discipline Committee;
- (xi.) Copy of correspondence from Minister of Health Sharon Blady, addressed to Ms. Jaggit Pachu indicating that Ms. Pachu has been reappointed as a member of the College of Pharmacists' Discipline Committee;
- (xii.) Copy of correspondence from Registrar Ronald Guse, addressed to Mr. Robert Jaska expressing gratitude for Mr. Jaska's participation on the Finance & Risk Management Committee;
- (xiii.) Copy of correspondence from Ms. Maura Davies, Chair of the Nominating Committee for the Canadian Patient Safety Institute (CPSI), addressed to Mr. Ronald Guse and reporting that Mr. Guse's name is being put forward for the CPSI Board of Directors;
- (xiv.) Press Release from the Canadian Foundation for Pharmacy announcing the 2014 innovation fund grant winner; and
- (xv.) Copy of correspondence from Registrar Ronald Guse, addressed to Ms. Kendal Weber of Health Canada, and providing the College's response to Health Canada's Commercial Compounding Proposal

b) Listed

The following correspondence was circulated in advance of the meeting:

- (i.) Copy of correspondence from Minister of Health Sharon Blady addressed to Ms. Donna Forbes and indicating Ms. Forbes has been reappointed as a member of the College of Pharmacists Council; and
- (ii.) Correspondence from the Public Relations Committee of Manitoba Society of Pharmacists with a request for funding for public relations and pharmacist awareness campaigns

6. Registrar's Report

The Registrar's Report was circulated in advance of the meeting, along with a draft of the Public Service Announcement campaign. The draft of the document entitled, "Practice Aid: Adaptation" was distributed at the meeting.

MOTION #4: MOVED BY KEVIN HAMILTON, SECONDED BY DERRICK SANDERSON THAT the Registrar's Report be accepted for information.

CARRIED

MOTION #5: MOVED BY DERRICK SANDERSON, SECONDED BY BRENT BOOKER THAT the messaging for the Public Service Announcement be approved with amendments.

CARRIED

7. Deputy Registrar's Report

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

MOTION #6: MOVED BY JENNIFER LUDWIG, SECONDED BY GEOFF NAMAKA THAT the Deputy Registrar's Report be accepted for information.

CARRIED



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8. Liaison Reports:

The following Liaison Reports were circulated in advance of the meeting: PEBC, CSHP, NAPRA and Manitoba Society of Pharmacists.

MOTION # 7: MOVED BY JENNIFER LUDWIG, SECONDED BY BRENT BOOKER THAT the PEBC, CSHP, NAPRA, and Manitoba Society of Pharmacists liaison reports be accepted for information.

CARRIED

- a) Pharmacy Examining Board of Canada (PEBC)
The PEBC liaison report was circulated in advance of the meeting.
- b) Faculty of Pharmacy
Dr. Neal Davies provided a verbal “faculty of pharmacy” report at the meeting.
- c) Canadian Society of Hospital Pharmacists (CSHP)
The CSHP liaison report was circulated in advance of the meeting.
- d) Faculty of Pharmacy Student
No report.
- e) NAPRA
The NAPRA liaison report was circulated in advance of the meeting.
- f) Manitoba Society of Pharmacists (MSP)
The MSP liaison report was circulated in advance of the meeting.
- g) Manitoba Health
No report.
- h) Canadian Association of Pharmacy Technicians (CAPT)
No report.

President Marsh turned the chair over to Vice President Santos.

9. Committee Reports:

a) Executive Committee

The Executive Committee report, including the 2014 budget variance update, was circulated in advance of the meeting. The report was submitted in two sections: 1.) For information, and 2.) Recommendations to Council.

MOTION #8: MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT the “for information” section of the Executive Committee report be accepted for information.

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The Dean advised Council that Ms. Janice Coates, Pharm. D. project manager be invited to the April 2015 meeting of Council.

MOTION #9: MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT pharmacy technician applicants be required to provide evidence of language proficiency in the same manner as pharmacist applicants, as follows:

Language proficiency is an essential skill required of all pharmacy technicians in the day to day practice of pharmacy in Canada. Although language proficiency does not guarantee that effective communication will take place, it is the foundation for reading, speaking, listening/comprehension, and writing skills – all components of communication. A pharmacist technician’s ability to communicate is critical to safe and effective patient care.

The current standards were approved by the NAPRA Board of Directors, are amended from time to time and include the accepted Standard Error of Measurement (SEM) for each test for greater clarity.

ENGLISH PROFICIENCY REQUIREMENTS

Test	Details		Minimum Score	SEM* +/-
1. Test of English as a Foreign Language (TOEFL)	Internet-based test (iBT)	Speaking	23	2
		Writing	25	3
		Reading	22	2
		Listening	21	2
		Total	91	5
2. Michigan English Language Assessment Battery (MELAB)		Speaking	3+	X**
		Writing	80	X**
		Reading	83	4
		Listening	80	3
		Total	81	3
3. International English Language Testing System (IELTS)	Academic format	Speaking	6	X**
		Writing	6	X**
		Reading	6	X**
		Listening	6	X**
		Overall Band	6.5	0.5
4. The Canadian Test of English for Scholars and Trainees (CanTEST)		Speaking	4.5	X**
		Writing	4.0	X**
		Reading	4.5	X**
		Listening	4.5	X**
		Total	X**	X**

*SEM = Standard Error of Measurement

** For IELTS, no section scores less than 6.0, accounting already for the SEM. Likewise scores for Writing and Speaking on the MELAB, and all final band scores on the CanTEST, account already for the SEM. CanTEST does not report total scores.



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PRINCIPLES

- 1. All applicants who have graduated from a CCAPP-accredited training program will not be required to undergo further testing unless a “trigger” suggests that a test for language proficiency is necessary.*
- 2. All applicants who have not graduated from a CCAPP-accredited program must provide a transcript or diploma that confirms graduation from a high school, community college, or private career college in Canada or the US where English or French is the language of instruction. Applicant will not be required to undergo further testing unless a “trigger” suggests that a test for language proficiency is necessary.*
- 3. Language proficiency standards are to be assessed during the structured practical training. Assessment at this time supports public protection and enables the candidate to derive the expected educational benefits from the program, while at the same time allows for language proficiency to improve through the program’s emphasis on communication.*
- 4. Prior language proficiency test results will be accepted as valid if completed within two years prior to commencement of practical training.*

TRIGGERS

Triggers include, but are not limited to:

- 1. A pharmacist or pharmacy technician, who has been recognized as a preceptor or supervisor by the College of Pharmacists of Manitoba, identifies a candidate who has demonstrated less than adequate language proficiency. This perceived inadequacy must be reported to the College and include supportive and corroborative documentation.*
- 2. A complaint is received by College, preceptor or CCAPP-accredited training program from a customer, patient, pharmacy technician or health professional about the candidate concerning a lack of language proficiency skills. The alleged deficiency in communication must be confirmed through supportive and corroborative documentation.*

CARRIED

A draft of the Pharmacy Technician Structured Practical Training program manual and logbook were circulated in advance of the meeting.

MOTION #10: MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT Council approves the Pharmacy Technicians Structured Practical Training program manual and logbook, with amendments.

CARRIED

MOTION #11: MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT the College of Pharmacists of Manitoba secure the web domain “www.MBcollege.pharmacy” with NABP, along with other web domains at the Registrar’s discretion.

CARRIED

MOTION #12: MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT Council appoint RBC Dominion Securities as the investment advisor to the College until April 2017.



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CARRIED

A proposal submitted by Dr. Lavern Vercaigne regarding the University of Manitoba Faculty of Health Sciences College of Pharmacy curriculum to include all expanded scopes of practice was distributed at the meeting.

MOTION #13: MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT Council accept the University of Manitoba's curriculum proposal with clarifications regarding limitations on 3rd year students.

CARRIED

A draft of the updated Methadone Guideline based on recent revisions to the Manitoba Health program was circulated in advance of the meeting.

MOTION #14: MOVED BY GLENDA MARSH, SECONDED BY TRAVIS GIAVEDONI THAT Council approve the Methadone Guideline with amendments.

CARRIED

MOTION #15: MOVED BY GLENDA MARSH, SECONDED BY KEVIN HAMILTON THAT Glenda Marsh be appointed as the NAPRA delegate, and Dinah Santos be appointed as the PEBC delegate, at the times when appointments are sought by each organization.

CARRIED

Vice President Santos returned the chair to President Marsh.

b) Professional Development Committee

The Professional Development Committee report was circulated in advance of the meeting.

MOTION #16: MOVED BY DINAH SANTOS, SECONDED BY JENNIFER LUDWIG THAT the Professional Development Committee report be accepted for information.

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 #17: MOVED BY KEVIN HAMILTON, SECONDED BY DERRICK SANDERSON THAT the "For Information" section of the Standards of Practice Committee report be accepted for information.

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MOTION #18: MOVED BY PETR PROCHAZKA, SECONDED BY DERRICK SANDERSON THAT the draft of the practice direction entitled, “Principles of Advertising in Manitoba Pharmacies” be approved for member and stakeholder feedback, with amendments.

CARRIED

MOTION #19: MOVED BY JENNIFER LUDWIG, SECONDED BY GEOFF NAMAKA THAT the draft of the practice direction entitled, “Refill History Recording System” be approved for member and stakeholder feedback, with amendments.

CARRIED

MOTION #20: MOVED BY BRENT BOOKER, SECONDED BY DERRICK SANDERSON THAT the “Terms of Reference” for the Standards of Practice Committee be approved.

CARRIED

MOTION #21: MOVED BY BRENT BOOKER, SECONDED BY PETR PROCHAZKA THAT the document entitled, “Policy Statement: Practice Directions” be approved, with amendments.

CARRIED

Lunch Break: 12 noon – 12:30 p.m.

Brenna Shearer left the meeting at 12:30 p.m.

- d) Board of Examiners

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

MOTION #22: MOVED BY TRAVIS GIAVEDONI, SECONDED BY BRENT BOOKER THAT the Board of Examiners report be accepted for information.

CARRIED

- e) Discipline Committee

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

MOTION #23: MOVED BY DERRICK SANDERSON, SECONDED BY GEOFF NAMAKA THAT the Discipline Committee report be accepted for information.

CARRIED

- f) Awards & Nominating Committee

No report.

MOTION #24: MOVED BY PETR PROCHAZKA, SECONDED BY KYLE MACNAIR THAT Dr. Neal Davies be appointed as interim chair of the Awards & Nominating Committee.



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CARRIED

g) Governance Committee

The Governance 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 #25: MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT the “For Information” section of the Governance Committee report be accepted for information.

CARRIED

MOTION #26: MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT the draft “Terms of Reference” for the Awards & Nominating Committee be approved.

CARRIED

MOTION #27: MOVED BY DINAH SANTOS, SECONDED BY KYLE MACNAIR THAT the draft “Terms of Reference” for the Candidate Search Committee be approved.

CARRIED

MOTION #28: MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT Council change the bylaw to limit a council candidate to run in only one district where the candidate could reasonably qualify to run in both districts, and the candidate must declare prior to the election the district in which they will be seeking election.

MOTION #29: MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT the motion is tabled.

MOTION TABLED

CARRIED

MOTION #30: MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT Council instruct the Finance & Risk Management Committee to review the value of the College having a five-year rolling budget.

CARRIED

h) Finance & Risk Management Committee

The Finance & Risk Management 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 #31: MOVED BY DERRICK SANDERSON, SECONDED BY JENNIFER LUDWIG THAT the “For Information” section of the Finance & Risk Management Committee report be accepted for information.

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MOTION #32: MOVED BY JENNIFER LUDWIG, SECONDED BY TRAVIS GIAVEDONI THAT that Council add \$18,000 to budget line 7130 “Building Maintenance and Repair” to total \$40,000.

DEFEATED

MOTION #33: MOVED BY JENNIFER LUDWIG, SECONDED BY DERRICK SANDERSON THAT Council approve that the annual surplus be dedicated to a capital project.

MOTION #34: MOVED BY KYLE MACNAIR, SECONDED BY DINAH SANTOS THAT the motion be tabled.

CARRIED

MOTION #35: MOVED BY JENNIFER LUDWIG, SECONDED BY BRENT BOOKER THAT Sheldon Kokorudz be appointed to the Finance & Risk Management Committee.

CARRIED

10. Unfinished Business

a) Regulations Implementation Update

(i.) Pharmacy Technician Update

a) Structured Practical Training Program

The draft of the Structured Practical Training Program manual and associated logbook was circulated to Council members in advance of the Council meeting. Council approved the manual and logbook for implementation during the Executive Committee portion of the meeting.

b) Application for Pharmacy Technician-in-Training

The previously approved Application for Pharmacy Technician in Training was updated to include the language proficiency requirement, as recommended by the Executive Committee.

MOTION #36: MOVED BY DERRICK SANDERSON, SECONDED BY KYLE MACNAIR THAT the amended Application for Pharmacy Technician in Training be approved.

CARRIED

b) Strategic Plan

The draft document resulting from the Strategic Planning Session that occurred in October 2014, was circulated in advance of the Council meeting.

MOTION #37: MOVED BY DINAH SANTOS, SECONDED BY KYLE MACNAIR THAT Council approve the Strategic Plan as drafted.

CARRIED

c) Budget 2015

The Council-approved budget was circulated in advance of the meeting for information.



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11. New Business

a) Draft Investment Policy Statements

RBC Dominion Securities updated the College's two Investment Policy Statements (IPS). Copies of the draft IPS's were circulated to Council members in advance of the meeting.

MOTION #38: MOVED BY KYLE MACNAIR, SECONDED BY DINAH SANTOS THAT Council approve the two Investment Policy Statements as prepared by RBC Dominion Securities.

CARRIED

Council moved to an in camera session at 1:20 p.m.

Pharmacy Technician liaison Debra Chartier, along with Deputy Registrar Susan Lessard-Friesen, Assistant Registrar Kim McIntosh and Assistant Registrar Todd Mereniuk, left the meeting at 1:20 p.m. in advance of the in camera session.

b) In Camera Session

Council moved to a regular session.

Council supported that a District Meeting occur in Brandon on March 15, 2015, and another District Meeting be scheduled for Winnipeg.

MOTION #39: MOVED BY TRAVIS GIAVEDONI, SECONDED BY DINAH SANTOS THAT Council approve the request for funding by the Public Relations Committee of the Manitoba Society of Pharmacists in the amount of \$15,000 for the 2015 budget year.

CARRIED

MOTION #40: MOVED BY KYLE MACNAIR, SECONDED BY KEVIN HAMILTON THAT the motion (#33) be lifted from the table.

CARRIED

MOTION #33: MOVED BY JENNIFER LUDWIG, SECONDED BY DERRICK SANDERSON THAT Council approve that the annual surplus be dedicated to a capital project.

CARRIED

MOTION #41: MOVED BY DERRICK SANDERSON, SECONDED BY GEOFF NAMAKA THAT the meeting adjourn.

CARRIED

The Council meeting adjourned at 2:35 p.m.