



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, JUNE 22, 2015

PHARMACY HOUSE, 200 TACHE AVENUE, WINNIPEG

Members Present:

Glenda Marsh, President
Dinah Santos, Vice President
Kyle MacNair, Past President
Brent Booker
Neal Davies, Dean
Kevin Hamilton
Petr Prochazka
Derrick Sanderson

Public Representatives:

Donna Forbes
Travis Giavedoni
Rik Panciera

Liaison Members:

Patricia Caetano, Manitoba Health Liaison
Danielle Chu, Pharmacy Student Liaison
Patrick Fitch, CSHP Manitoba Branch Liaison
Brenna Shearer, Pharmacists Manitoba 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:

Debra Chartier, Canadian Association of Pharmacy Technicians Liaison
Jennifer Ludwig
Geoff Namaka

1. Convene

a) Welcome

President Marsh convened the meeting at 9:00 a.m. and welcomed Mr. Rik Panciera and Ms. Danielle Chu to their first Council meeting. Councilors, liaisons and College staff introduced themselves.



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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. The following was added to the agenda:

Agenda item 10.a.3.: Consideration of Practice Direction: Delegation of Dispensing to Other Health Professionals

MOTION #1: MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT the agenda be approved, as amended.

CARRIED

3. Approval of Minutes

a) April 17, 2015 – Council Meeting

The draft of the April 17, 2015, Council meeting minutes was circulated in advance of the meeting. The following change is to be made to the draft minutes:

On page 1, move Travis Giavedoni to the “regrets,” and

One page 6, at the end of the Executive Committee Report, add the following motion:

MOTION #14: MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT Mr. Rik Panciera be appointed as a public representative to the Council of the College of Pharmacists of Manitoba.

CARRIED

MOTION #2: MOVED BY DONNA FORBES, SECONDED BY KEVIN HAMILTON THAT the minutes of the April 17, 2015, Council meeting be approved as amended.

CARRIED

Dr. Trish Caetano arrived at 9:06 a.m.

b) April 18, 2015 – Annual General Meeting

The draft of the April 18, 2015, Annual General Meeting minutes was circulated in advance of the meeting.

MOTION #3: MOVED BY PETR PROCHAZKA, SECONDED BY KYLE MACNAIR THAT the minutes of the April 18, 2015, Annual General Meeting be approved for presentation to the members.



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CARRIED

4. Business Arising from Minutes

The Business Arising from the Minutes of the April 17, 2015, Council meeting was circulated in advance of the meeting. Council amended the report by removing the 2nd and 4th paragraphs under the title: “Still to Do” on page two of the report.

MOTION #4: MOVED BY DINAH SANTOS, SECONDED BY BRENT BOOKER THAT the Business Arising from the Minutes of the April 17, 2015, Council meeting be approved, as amended.

CARRIED

5. Correspondence

a) On Board

- 1.) Correspondence from Ms. Adrienne Domingo, Awards Establishment Coordinator, University of Manitoba Enrolment Services, addressed to Mr. Ronald Guse, dated April 2, 2015, and for the purpose of providing the revised terms of reference for the Dr. J.R. Murray Convocation Prize;
- 2.) Copy of correspondence from Dr. Brenna Shearer, Pharmacists Manitoba, Dr. Shawn Bugden, College of Pharmacy, Faculty of Health Sciences, University of Manitoba, and Mr. Ronald Guse, College of Pharmacists of Manitoba, addressed to Honourable Deanne Crothers, Minister of Health Living and Seniors, dated June 1, 2015, and for the purpose of providing the final reports of the Manitoba Pharmacist Initiated Smoking Cessation Pilot Project;
- 3.) Copy of The Morden Times article dated April 23, 2015, in which Dr. Shawn Bugden is highlighted as the College of Pharmacists of Manitoba’s Pharmacist of the Year;
- 4.) Copy of correspondence from Mr. Ronald Guse addressed to Dr. Carmen Catizone, Executive Director, National Association of Boards of Pharmacy (NABP), dated May 20, 2015, for the purpose of expressing congratulations for 30 years of service to NABP, and appreciation for the complimentary registration at the NABP Annual Meeting;
- 5.) Correspondence from Dr. William Pope addressed to President Marsh, Vice President Santos and Registrar Guse, dated April 19, 2015, and expressing gratitude for the being named an honorary member of the College of Pharmacists of Manitoba;
- 6.) Copy of the McLean’s article in which the University of Manitoba was named as a top Canadian University;
- 7.) Greeting card from Ms. Alysha Dudych, addressed to Registrar Guse, and expressing gratitude for being named the recipient of the College of Pharmacists of Manitoba Silver Medal in Fourth Year Pharmacy award;
- 8.) Copy of the Manitoba Institute for Patient Safety 2014/2015 Annual Report;
- 9.) Copy of correspondence from Registrar Guse, dated June 18, 2015, addressed to Minister of Health Sharon Blady, for the purpose of providing a copy of the Annual



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Report for the College of Pharmacists of Manitoba and for the Manitoba Prescribing Practices Program;

- 10.) Copy of correspondence from Minister of Health Sharon Blady, dated June 3, 2015, addressed to Ms. Shirley Treacy, and for the purpose of confirming Ms. Treacy's reappointment to the Health Information Privacy Committee;
- 11.) Copy of a PowerPoint presentation provided by Manitoba Health during the vaccine de-brief meeting;
- 12.) Copy of Pharmacists Manitoba's Influenza Program 2014-2015 Survey Results;
- 13.) Copy of the Winnipeg Free Press "Manitoba Movers" article dated June 15, 2015, in which the Manitoba Institute for Patient Safety reported Deputy Registrar Susan Lessard-Friesen as a new board member, and expressed gratitude to out-going board member Registrar Ronald Guse; and
- 14.) Correspondence from Mr. Ralph Wagner, Principal of Nelson McIntyre Collegiate, dated June 9, 2015, addressed to Mr. Ronald Guse and expressing gratitude for the College's support and contribution to the school's musical performance

b) Listed
None

6. Registrar's Report

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

MOTION #5: MOVED BY BRENT BOOKER, SECONDED BY PETR PROCHAZKA THAT the Registrar's Report be accepted for information.

CARRIED

Todd Mereniuk joined the meeting at 9:20 a.m.

MOTION #6: MOVED BY KYLE MACNAIR, SECONDED BY RIK PANCIERA THAT the College limit the processing of International Pharmacy Graduate (IPG) registration and licensure applications to five per month, with any above this amount being rolled into the following month(s). An exception can be granted by the Registrar if a pharmacy manager applies to the Registrar to consider an applicant for special consideration.

CARRIED

MOTION #7: MOVED BY KYLE MACNAIR, SECONDED BY KEVIN HAMILTON THAT that in all cases where a member fails to provide their criminal record check and / or registry checks before their document expiry deadline on a "go forward" basis, the member will be assigned a late fee equivalent to 50% of the annual licence fee plus applicable taxes and will be subject to suspension if the check is not provided within 60 days thereafter.



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CARRIED

7. Deputy Registrar's Report

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

MOTION #8: MOVED BY PETR PROCHAZKA, SECONDED BY TRAVIS GIAVEDONI THAT the Deputy Registrar's Report be accepted for information.

CARRIED

Vice President Dinah Santos exited the meeting at 10:00 a.m.

MOTION #9: MOVED BY KYLE MACNAIR, SECONDED BY DONNA FORBES THAT Council approve the re-structuring of the Professional Development and Standard of Practice Committees to become divisions of the new Quality Assurance Committee. Additionally, Council approves the mandate and the draft Terms of Reference for the Quality Assurance Committee.

CARRIED

8. Liaison Reports:

The following liaison reports were circulated in advance of the meeting: Canadian Society of Hospital Pharmacists, College of Pharmacy Student, NAPRA, and Pharmacists Manitoba.

a) Pharmacy Examining Board of Canada (PEBC)

No report.

b) College of Pharmacy

Dr. Neal Davies provided a verbal report at the Council meeting.

c) Canadian Society of Hospital Pharmacists (CSHP)

The CSHP report was circulated in advance of the meeting.

d) College of Pharmacy Student

The College of Pharmacy Student report was circulated in advance of the meeting.

e) NAPRA

The NAPRA report was circulated in advance of the meeting.

f) Pharmacists Manitoba

The Pharmacists Manitoba report was circulated in advance of the meeting.

g) Manitoba Health

Dr. Patricia Caetano provided a verbal report at the Council meeting.



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- h) Canadian Association of Pharmacy Technicians (CAPT)
No report.

MOTION #10: MOVED BY BRENT BOOKER, SECONDED BY DERRICK SANDERSON THAT the Canadian Society of Hospital Pharmacists, College of Pharmacy Student, NAPRA, and Pharmacists Manitoba liaison reports be accepted for information.

CARRIED

Break: 10:40 a.m. – 10:55 a.m.

Dr. Caetano exited the meeting at 10:40 a.m.

Vice President Santos returned to the meeting at 10:55 a.m.

President Marsh turned the chair over to Vice President Santos.

9. Committee Reports:

a) Executive Committee

The Executive Committee Report to Council, including budget update and Strategic Plan Action Item update, was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) Recommendations to Council.

MOTION #11: MOVED BY GLENDA MARSH, SECONDED BY RIK PANCIERA THAT the “For Information” section of the Executive Committee Report to Council be accepted for information.

CARRIED

MOTION #12: MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT Council establish a distance-care, non-international pharmacy service component, and the annual fee for the component be \$500.00 with the corresponding change made to the by-law.

CARRIED

MOTION #13: MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT Council enable the “specialist” designation be approved for use when the applicant has the combination of education and practice hours, consistent with Section 96 of the pharmaceutical regulation, but indicates they do not wish to become an extended practice pharmacist and are requesting approval as a “specialist” in order to use that designation in practice and in the online profile.

CARRIED



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MOTION #14: MOVED BY GLENDA MARSH, SECONDED BY TRAVIS GIAVEDONI THAT Council appoint Mr. Rik Panciera to the Board of Examiners, as a replacement to Mr. Travis Giavedoni.

CARRIED

MOTION #15: MOVED BY GLENDA MARSH, SECONDED BY RIK PANCIERA THAT Council ratify the date of June 22nd, 2015, for the special general meeting of the members called by Council at the April 17th, 2015, meeting of Council and for the purpose indicated in the original motion.

CARRIED

MOTION #16: MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT Council revise section 5.02 of the By-laws to the Pharmaceutical Act to read:

“Notwithstanding section 5.01 hereof, until the day that is two years after the day that section 7 of the Act comes into force, the Council of the College must consist of:

- (a) Subject to the provisions of section 5.15 hereof, eight elected Voting Members, elected in accordance with the provisions of the Act and of these bylaws;
- (b) Subject to the provisions of section 5.16 hereof,
 - (i) the immediate past President of the College; and
 - (ii) either the dean of the faculty of pharmacy of the University of Manitoba or the dean’s designate,who will be *ex officio* members of Council; and
- (c) Subject to the provisions of section 5.16 hereof, no more than five public representatives appointed by Council from the appointments made under section 7(4) of the act.”

CARRIED

Vice President Santos returned the chair to President Marsh.

b) Professional Development Committee

The Professional Development Committee Report to Council 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 DINAH SANTOS, SECONDED BY BRENT BOOKER THAT the “For Information” section of the Professional Development Committee Report to Council be accepted for information.



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CARRIED

c) Standards of Practice Committee

The Standards of Practice Committee Report to Council was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) Recommendations to Council.

MOTION #18: MOVED BY BRENT BOOKER, SECONDED BY PETR PROCHAZKA THAT the “For Information” section of the Standards of Practice Committee Report be accepted for information.

CARRIED

MOTION #19: MOVED BY BRENT BOOKER, SECONDED BY DERRICK SANDERSON THAT the draft practice direction entitled, “Exempted Codeine Preparations” be approved for member and stakeholder consultation.

CARRIED

d) Board of Examiners

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

MOTION #20: MOVED BY DERRICK SANDERSON, SECONDED BY DONNA FORBES THAT the Board of Examiners Report to Council be accepted for information.

CARRIED

e) Discipline Committee

The Discipline Committee Report to Council was circulated in advance of the meeting.

MOTION #21: MOVED BY DINAH SANTOS, SECONDED BY KEVIN HAMILTON THAT the Discipline Committee Report to Council be accepted for information.

CARRIED

f) Awards & Nominating Committee

No report

g) Governance Committee

The Governance Committee Report to Council was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) For Consideration.



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MOTION #22: MOVED BY DINAH SANTOS, SECONDED BY KYLE MACNAIR THAT the “For Information” section of the Governance Committee Report to Council be accepted for information.

CARRIED

h) Finance & Risk Management Committee

The Finance and Risk Management Committee Report to Council was circulated in advance of the meeting. The report was submitted in two sections: 1.) For Information, and 2.) Recommendations to Council.

MOTION #23: MOVED BY PETR PROCHAZKA, SECONDED BY DERRICK SANDERSON THAT the “For Information” section of the Finance and Risk Management Committee Report to Council be accepted for information.

CARRIED

MOTION #24: MOVED BY KYLE MACNAIR, SECONDED BY DINAH SANTOS THAT the Registrar not contact any additional accountants for an additional opinion regarding the ownership of the Pharmacy House building. The College will continue to own DIA Management, the owner of the building at 200 Tache Avenue in Winnipeg.

CARRIED

MOTION #25: MOVED BY PETR PROCHAZKA, SECONDED BY TRAVIS GIAVEDONI THAT the Registrar work with the Executive Committee in the new year to develop a three-year rolling budget for the College.

CARRIED

10. Unfinished Business

a) Regulations Implementation Update

- (i.) Approval of Revision to Structured Practical Training Manual for Pharmacy Technicians

MOTION #26: MOVED BY DERRICK SANDERSON, SECONDED BY BRENT BOOKER THAT Council approve the extension of the deadline for listing as a pharmacy technician to January 1, 2019, for those candidates that graduated from a CCAPP accredited pharmacy technician program before January 1, 2014.

CARRIED

Lunch Break: 12:05 – 12:55 p.m.

Student Liaison Danielle Chu left the meeting at 12:55 p.m.



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- (ii.) Approval of Needlestick Injury Guidelines
The draft document entitled, “Needlestick Injury Guideline” was circulated in advance of the meeting.

MOTION #27: MOVED BY PETR PROCHAZKA, SECONDED BY BRENT BOOKER THAT Council approves the reference document entitled, “Needlestick Injury Guideline” for distribution to members.

CARRIED

- (iii.) Consideration of Practice Direction: Delegation of Dispensing to Other Health Professionals
The feedback from the member and stakeholder consultation for the practice direction entitled, “Delegation of Dispensing to Other Health Professionals” was distributed at the meeting.

MOTION #28: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT the draft practice direction entitled, “Delegation of Dispensing to Other Health Professionals” and related feedback be referred back to the Standards of Practice Committee for further review, and the redrafted practice direction be provided to Council for consideration for approval at the October 5, 2015, Council meeting.

CARRIED

11. New Business

- a) Ratification of Email Voting for Manitoba Prescribing Practice Program Service Purchase Agreement

MOTION #29: MOVED BY KYLE MACNAIR, SECONDED BY BRENT BOOKER THAT Council ratifies the email vote in which the President and Registrar were authorized to execute the Service Purchase Agreement between Manitoba Health and the College for the Manitoba Prescribing Practices Program.

CARRIED

- b) Appointments for the Complaints Committee

MOTION #30: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT Mr. Pat Trozzo be appointed as the chair of the Complaints Committee, effective immediately.

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MOTION #31: MOVED BY DERRICK SANDERSON, SECONDED BY TRAVIS GIAVEDONI THAT Mr. Tim Saunders be appointed to the Complaints Committee.

CARRIED

MOTION #32: MOVED BY DINAH SANTOS, SECONDED BY DONNA FORBES THAT the College send correspondence to Ms. Kathy Hunter expressing gratitude for her years of commitment and support to the Complaints Committee, both as a member of the Complaints Committee and as Chair of the Complaints Committee.

CARRIED

Liaison Members Patrick Fitch and Brenna Shearer left the meeting in advance of the in camera session.

c) In Camera Session

Council moved in camera at 1:20 p.m. College staff were invited to remain in the meeting.

Council returned to a regular session.

MOTION #33: MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT Council accepts the recommendation of the “insurance needs assessment consultant” working group and approves ProInCon as the selected consultant, pending successful reference checks and pending confirmation that twenty hours would be sufficient to complete the work, and if additional hours were required, the rate would require pre-approval.

CARRIED

Council moved in camera. College staff were invited to remain in the meeting. Councilor Brent Booker declared a conflict of interest and left the meeting at 1:35 p.m.

Council returned to a regular session.

MOTION #34: MOVED BY KYLE MACNAIR, SECONDED BY TRAVIS GIAVEDONI THAT Council waive the late fine for Pharmacist A. Further, Council directs the Registrar to inform Pharmacist A that the College will not proceed with requests 2 and 3 of their correspondence to the College, and to confirm that Pharmacist A is required to provide the College with the Adult Abuse Registry Check and the Child Abuse Registry Check no later than June 1, 2016.

CARRIED

Brent Booker returned to the meeting at 1:50 p.m.

Council moved in camera. College staff were invited to remain in the meeting.



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Council returned to a regular session.

MOTION #35: MOVED BY RIK PANCIERA, SECONDED BY KYLE MACNAIR THAT Council uphold the late fine for Pharmacist B.

CARRIED

Council moved in camera. College staff were invited to remain in the meeting. Council Petr Prochazka declared at conflict of interest and left the meeting at 1:55 p.m.

Council returned to a regular session.

MOTION #36: MOVED BY DERRICK SANDERSON, SECONDED BY RIK PANCIERA THAT Council uphold the late fine for Pharmacist C.

CARRIED

Petr Prochazka returned to the meeting at 2:00 p.m.

Council moved in camera. College staff were invited to remain in the meeting.

Council returned to a regular session.

MOTION #37: MOVED BY DERRICK SANDERSON, SECONDED BY PETR PROCHAZKA THAT Council uphold the late fine for Pharmacist D.

CARRIED

Council moved in camera. College staff were invited to remain in the meeting.

Council returned to a regular session.

MOTION #38: MOVED BY DERRICK SANDERSON, SECONDED BY PETR PROCHAZKA THAT Council tasks the College with updating the Test Orders practice direction to implement test ordering in community pharmacy practice to address the care gap and enhance access to patient care.

CARRIED

Council moved in camera at 2:45 p.m. College staff, with the exception of the Registrar, were asked to leave the meeting.



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Council returned to a regular session. Council acknowledged the Registrar's verbal notice of retirement, to be followed up in writing. The Council expressed their gratitude to Ronald Guse for his years of service to the College and the public of Manitoba.

MOTION #39: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT the meeting adjourn.

CARRIED

The meeting adjourned at 3:10 p.m.