



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 17, 2015

DELTA HOTEL WINNIPEG – 350 ST. MARY AVENUE, WINNIPEG

Members Present:

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

Public Representatives:

Donna Forbes

Liaison Members:

Patricia Caetano, Manitoba Health Liaison
Patrick Fitch, CSHP Manitoba Branch 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
Travis Giavedoni, Public Representative
Camille Manansala, Pharmacy Student Liaison
Brenna Shearer, Manitoba Society of Pharmacists Liaison

Special Guest:

Janice Coates, College of Pharmacy, University of Manitoba (attended from 8:30 a.m. – 9:00 a.m.)



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(Council Education Session – Pharm. D. Program at the University of Manitoba)

8:30 a.m. Council was joined by Ms. Janice Coates, Director of Pharm D program development at the University of Manitoba, College of Pharmacy. Ms. Coates provided an update on the development of the Pharm D program in Manitoba.

1. Convene

a) Welcome

President Marsh convened the meeting at 9:00 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.

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

CARRIED

3. Approval of Minutes

a) February 9, 2015 – Council Meeting

The draft of the February 9, 2015, Council meeting minutes was circulated in advance of the meeting.

MOTION #2: MOVED BY JENNIFER LUDWIG, SECONDED BY DONNA FORBES THAT the minutes of the February 9, 2015, Council meeting be approved.

CARRIED

b) March 9, 2015 – Special Council Meeting

The draft of the March 9, 2015, Special Council meeting minutes was circulated in advance of the meeting.

MOTION #3: MOVED BY PETR PROCHAZKA, SECONDED BY JENNIFER LUDWIG THAT the minutes of the March 9, 2015, Council meeting be approved.

CARRIED

4. Business Arising from Minutes

The Business Arising from the Minutes of the February 9, 2015, and the March 9, 2015, Council meetings was circulated in advance of the meeting.



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MOTION #4: MOVED BY KYLE MACNAIR, SECONDED BY BRENT BOOKER THAT the Business Arising from the Minutes of the February 9, 2015, and the March 9, 2015, Council meetings be approved.

CARRIED

5. Correspondence

a) On Board

- i. March 27, 2015, edition of the Winnipeg Free Press advertising the Announcement of the 2015 Award Presentations;
- ii. Correspondence from Dr. John Pugsley, Registrar-Treasurer of the Pharmacy Examining Board of Canada (PEBC), dated February 19, 2015, and addressed to Mr. Ronald Guse for the purpose of requesting Dr. Shawn Bugden continue as the College's representative to PEBC, thereby allowing Dr. Bugden to finish his term as President of PEBC;
- iii. Copy of the amended Terms of Reference for the Dr. J.R. Murray Convocation Prize;
- iv. Copy of correspondence from Minister of Health Sharon Blady, addressed to Mr. Rik Panciera, carbon copied to Mr. Ronald Guse, advising of Mr. Panciera's reappointment to the roster of public representatives;
- v. Correspondence from Mr. Dayle Acorn, Executive Director of the Canadian Foundation for Pharmacy, expressing gratitude to the College of Pharmacists of Manitoba for the donation to the Canadian Foundation for Pharmacy;
- vi. Correspondence from Dr. Keith Simons, Professor at the College of Pharmacy, University of Manitoba, addressed to Mr. Ronald Guse, expressing gratitude for being awarded an Honorary Life Membership with the College of Pharmacists of Manitoba;
- vii. Copy of correspondence from the National Association of Pharmacy Regulatory Authorities (NAPRA), addressed to Health Canada, for the purpose of providing NAPRA's feedback to the consultation on revisions to Part I and Part II of the Health Canada *Guidance Document: Product Monograph*;
- viii. An invitation to the Boards of Pharmacy and NABP 111th Annual Meeting in New Orleans, Louisiana, USA; and
- ix. Summary of evaluations from the District Meetings on March 4, 2015, and March 15, 2015

b) Listed None

6. Registrar's Report

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

MOTION #5: MOVED BY DINAH SANTOS, SECONDED BY KYLE MACNAIR THAT the Registrar's Report be accepted for information.



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CARRIED

MOTION #6: MOVED BY PETR PROCHAZKA, SECONDED BY DINAH SANTOS THAT Council directs the Registrar to convene a Special General Meeting of the members for the purpose of reviewing changes to Schedule 2 and Schedule 3 to the Pharmaceutical Regulation.

CARRIED

MOTION #7: MOVED BY DINAH SANTOS, SECONDED BY PETR PROCHAZKA THAT the Registrar work with the President to finalize the Special Purchase Agreement (SPA) between the College of Pharmacists of Manitoba and Manitoba Health for the Manitoba Prescribing Practices Program. Once finalized, the SPA is to be forwarded to Council for an email vote, followed by ratification at the next Council meeting.

CARRIED

7. Deputy Registrar's Report

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

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

CARRIED

8. Liaison Reports:

The following liaison reports were circulated in advance of the meeting: Pharmacy Examining Board of Canada, Canadian Society of Hospital Pharmacists, College of Pharmacy Student, NAPRA, and Canadian Association of Pharmacy Technicians.

a) Pharmacy Examining Board of Canada (PEBC)

The PEBC report was circulated in advance of the meeting.

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.



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- f) Manitoba Society of Pharmacists (MSP)
No report.
- g) Manitoba Health
Dr. Patricia Caetano provided a verbal report at the Council meeting.
- h) Canadian Association of Pharmacy Technicians (CAPT)
The CAPT report was circulated in advance of the meeting.

MOTION #9: MOVED BY DONNA FORBES, SECONDED BY BRENT BOOKER THAT the Pharmacy Examining Board of Canada, Canadian Society of Hospital Pharmacists, College of Pharmacy Student, NAPRA, and Canadian Association of Pharmacy Technicians liaison reports be accepted for information.

CARRIED

9. Committee Reports:

President Marsh turned the chair over to Vice President Santos.

- 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 #10: MOVED BY GLENDA MARSH, SECONDED BY KEVIN HAMILTON THAT the “For Information” section of the Executive Committee Report to Council be accepted for information.

CARRIED

MOTION #11: MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT Council approves revisions to the 2015 budget to reflect the following increases:

- i. Budget line: 3302 – Pharmacy fees – increase to \$470,000.
- ii. Budget line: 7279 – Leasehold Improvements – increase to \$29,508.
- iii. Budget line: 7750 – Bank Charges – increase to \$48,000.

CARRIED

MOTION #12: MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT Council approve for circulation the draft Request for Proposal for the purpose of contracting a consultant to review existing insurance coverages and make recommendations to the College related to insurance coverage.



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CARRIED

MOTION #13: MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT Council supports the proposal considered in the draft document entitled, “Sale of Exempted Codeine Preparations to be entered into the Drug Programs Information Network (DPIN): A Proposal.” Further, Council supports the requirement to only sell Exempted Codeine Preparations on prescription and the prescription information is entered into the DPIN (pseudo PHIN could be used for out of province patients).

CARRIED

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

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 #15: 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.

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

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MOTION #17: MOVED BY BRENT BOOKER, SECONDED BY DERRICK SANDERSON THAT the draft practice direction entitled, “Delegation of Dispensing to Other Health Professionals” 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 #18: MOVED BY KYLE MACNAIR, SECONDED BY BRENT BOOKER 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 #19: MOVED BY KEVIN HAMILTON, SECONDED BY KYLE MACNAIR 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.

MOTION #20: MOVED BY KYLE MACNAIR, SECONDED BY DINAH SANTOS THAT the “For Information” section of the Governance Committee Report to Council be accepted for information.

CARRIED

MOTION #21: MOVED BY KYLE MACNAIR, SECONDED BY DERRICK SANDERSON THAT the Council supports the increase in size of Council to 15 members, and charges the Governance Committee with the task of drafting the policy and criteria for enlisting 3 new public representatives to Council.

CARRIED

h) Finance and Risk Management Committee



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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 #22: MOVED BY JENNIFER LUDWIG, SECONDED BY GEOFF NAMAKA THAT the “For Information” section of the Finance and Risk Management Committee Report to Council be accepted for information.

CARRIED

10. Unfinished Business

a) Regulations Implementation Update

- (i.) Approval of Manitoba Prescribing Practices Program (M3P) Form

MOTION #23: MOVED BY DERRICK SANDERSON, SECONDED BY BRENT BOOKER THAT Council approve the Manitoba Prescribing Practices Program prescription form with the security enhancement.

CARRIED

- (ii.) Review and Consideration for Approval of Practice Directions

The draft practice directions for Alternate Verification Program, Medication Incidents and Discrepancies and Test Orders were distributed in advance of the meeting.

a) Alternate Verification Program

In addition to the draft circulated in advance of the meeting, another draft of the practice direction for Alternate Verification Program was circulated at the meeting.

MOTION #24: MOVED BY BRENT BOOKER, SECONDED BY KYLE MACNAIR THAT the draft practice direction entitled, “Alternate Verification Program” be approved, as amended.

CARRIED

b) Medication Incidents and Discrepancies

MOTION #25: MOVED BY BRENT BOOKER, SECONDED BY DERRICK SANDERSON THAT the draft practice direction entitled, “Medication Incidents and Discrepancies” along with the member and stakeholder feedback received be provided to the Standards of Practice Committee and the Standards of Practice Committee be tasked with another review of the practice direction.



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CARRIED

- c) Test Orders (post second consult)
In addition to the draft circulated in advance of the meeting, another draft of the practice direction for Test Orders was circulated at the meeting.

MOTION #26: MOVED BY BRENT BOOKER, SECONDED BY PETR PROCHAZKA THAT the draft practice direction entitled, “Test Orders” be approved, and posting on the website be delayed until the test ordering process is nearing implementation.

CARRIED

- (iii.) Review and Consideration for Approval of Updated Applications
- a) Revisions to applications due to updated verbiage for Criminal Record Checks:
The following applications were circulated in advance of the meeting:
1. Practicing Application (new applicants)
 2. Practicing Application (renewal)
 3. International Pharmacy Graduate Application
 4. Academic Register Applicants
 5. Conditional Register Applicants
 6. Mobility Agreement Applicants
 7. New Manitoba Graduate Applicants
 8. Intern Applicants
 9. Pharmacy Student Applicants

MOTION #27: MOVED BY PETR PROCHAZKA, SECONDED BY KEVIN HAMILTON THAT Council approve the revised Pharmacist Practicing Application (for new applicants), Pharmacist Practicing Application (for licence renewal applicants), International Pharmacy Graduate Application, Academic Register Application, Conditional Register Application, Mobility Agreement Application, New Manitoba Graduate Application, Intern Application and Pharmacy Student Application, to include updated verbiage for Criminal Record Checks.

CARRIED

- b) Revisions to Applications to request original signed declarations (no faxes or scanned documents) and to reflect the “supervision” motions previously approved by Council:
1. Pharmacy Technician Application
 2. Pharmacy Technician in Training Application
 3. Pharmacy Technician Structured Practical Training Notification Form



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MOTION #28: MOVED BY KYLE MACNAIR, SECONDED BY PETR PROCHAZKA THAT Council approve the revised Pharmacy Technician Application, Pharmacy Technician in Training Application and the Pharmacy Technician Structured Practical Training Notification Form to request original signed declarations (no faxes or scanned documents) and to reflect the “supervision” motions previously approved by Council.

CARRIED

- (iv.) Approval of Bylaws
The updated bylaws reflecting revisions to some applications were distributed in advance of the meeting.

MOTION #29: MOVED BY PETR PROCHAZKA, SECONDED BY KYLE MACNAIR THAT the bylaws be approved, as amended.

CARRIED

11. New Business

- a) Ratification of Email Voting
(i.) On February 26, 2015, Council participated in an email vote and approved of the Pharmacy Awareness Month promotions.

MOTION #30: MOVED BY KYLE MACNAIR, SECONDED BY DONNA FORBES THAT Council ratifies the email vote for the approval of the Pharmacy Awareness Month promotion.

CARRIED

- (ii.) On February 26, 2015, Council participated in an email vote and approved that Shawn Bugden be re-appointed as the College’s PEBC representative for one more year. Additionally, Council approved that Dinah Santos be appointed as the College’s PEBC representative, commencing with attendance at the February 2016 PEBC meeting, as Shawn Bugden finishes his term.

MOTION #31: MOVED BY GEOFF NAMAKA, SECONDED BY KYLE MACNAIR THAT Council ratifies the email vote re-appointing Shawn Bugden as the College’s PEBC representative for one more year, and that Dinah Santos be appointed as the College’s PEBC representative, commencing with attendance at the February 2016 PEBC meeting.

CARRIED



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- (iii.) On March 18, 2015, Council participated in an email vote and approved for presentation the Executive Treasurer's Report to the Annual General Meeting.

MOTION #32: MOVED BY KYLE MACNAIR, SECONDED BY JENNIFER LUDWIG THAT Council ratifies the email vote to approve for presentation the Executive Treasurer's Report to the Annual General Meeting.

CARRIED

- b) Revisions to 2015 Budget
Council considered additional revisions to the 2015 budget.

MOTION #33: MOVED BY KYLE MACNAIR, SECONDED BY JENNIFER LUDWIG THAT Council approve changing budget line 7440 from *Equipment Maintenance* to *Equipment Maintenance and Lease*, and make that figure \$10,000.00 for the 2015 budget.

CARRIED

- c) Appointment to the Board of Examiners
Historically, the CSHP Liaison to Council serves on the Board of Examiners. The new CSHP Liaison to Council is Mr. Patrick Fitch (as of the date of CSHP's Annual General Meeting, April 16, 2015).

MOTION #34: MOVED BY PETR PROCHAZKA, SECONDED BY DERRICK SANDERSON THAT Council appoints Mr. Patrick Fitch to the Board of Examiners, replacing Ms. Nicole Nakatsu.

CARRIED

- d) Reappointment to Manitoba Health's Health Information Privacy Committee (HIPC)
Manitoba Health is seeking an appointment to their Health Information Privacy Committee (HIPC).

MOTION #35: MOVED BY KYLE MACNAIR, SECONDED BY DONNA FORBES THAT Ms. Shirley Treacy be appointed to Manitoba Health's Health Information Privacy Committee (HIPC) for a three year term commencing July 5, 2015.

CARRIED

- e) Annual General Meeting
President Marsh led a discussion regarding the Saturday, April 18, 2015, Annual General Meeting.
- f) In Camera Session



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Council members participated in an in camera session. College staff were invited to remain in the meeting.

12) Adjourn

MOTION #36: MOVED BY DERRICK SANDERSON, SECONDED BY GEOFF NAMAKA THAT the meeting adjourn.

CARRIED

The Council meeting adjourned at 12:15 p.m.