



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 7, 2015

PHARMACY HOUSE, 200 TACHE 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
Rik Panciera
Audra Taylor
Cheryl Zelenitsky

LIAISON MEMBERS:

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:

Patricia Caetano, Manitoba Health Liaison
Debra Chartier, Canadian Association of Pharmacy Technicians Liaison
Danielle Chu, Pharmacy Student Liaison
Travis Giavedoni, Public Representative

1. Convene

- a) Welcome two new Council Members Audra Taylor and Cheryl Zelenitsky to their first meeting.



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President Marsh convened the meeting at 9:00 a.m. and welcomed Ms. Audra Taylor and Ms. Cheryl Zelenitsky to their first Council meeting. Council members, liaison members and staff introduced themselves.

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 RIK PANCIERA, SECONDED BY DINAH SANTOS THAT the agenda be approved, with the following addition to the agenda:

Under Section 11 New Business

11.e. Appointment to the Advisory Committee of the College of Registered Nurses of Manitoba

CARRIED

3. Approval of Minutes

a) October 5, 2015 Council meeting

The draft of the October 5, 2015, Council meeting minutes was circulated in advance of the meeting.

MOTION #2: MOVED BY BRENT BOOKER, SECONDED BY DONNA FORBES THAT the minutes of the October 5, 2015, Council meeting be approved.

CARRIED

b) November 5, 2015, Special Council meeting

The draft of the November 5, 2015, Council meeting minutes was circulated in advance of the meeting.

MOTION #3: MOVED BY DERRICK SANDERSON, SECONDED BY KYLE MACNAIR THAT the minutes of the November 5, 2015, Council meeting be approved.

CARRIED

4. Business Arising from Minutes

The Business Arising from the Minutes of the October 5, 2015, and November 5, 2015, Council meetings was circulated in advance of the meeting.



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MOTION #4: MOVED BY KEVIN HAMILTON, SECONDED BY PETR PROCHAZKA THAT the Business Arising from the Minutes of the October 5, 2015, and November 5, 2015, Council meetings be approved.

CARRIED

5. Correspondence

a) On Board

- (i) Correspondence dated October 9, 2015, from Dr. David Barnard, President and Vice Chancellor, University of Manitoba, addressed to Registrar Ronald Guse, and expressing gratitude to the College of Pharmacists of Manitoba for the members' gift of \$146,400 to the College of Pharmacy;
- (ii) Correspondence dated October 28, 2015, from Minister of Health Sharon Blady, addresses to Registrar Ronald Guse, and requesting the College of Pharmacists participation with the implementation of physician assisted dying;
- (iii) Correspondence from Ms. Courtney Lawrence, Pharmacy Student at the University of Manitoba, addresses to Registrar Ronald Guse, and expressing gratitude for being named the recipient of the Dr. D. McDougall Memorial Scholarship;
- (iv) Greeting card from Ms. Erika Hartel, 3rd Year Pharmacy Student at the University of Manitoba, expressing gratitude for being named the recipient of the College of Pharmacists of Manitoba Scholarship;
- (v) Copy of correspondence from Registrar Ronald Guse, addressed to Ms. Susan Wedlake, Registrar of the Nova Scotia College of Pharmacists on the occasion of Ms. Wedlake's retirement, expressing gratitude for the years of support and collaboration between the two Colleges;
- (vi) Copy of correspondence from Registrar Ronald Guse, addressed to Mr. Dayle Acorn, Executive Director of the Canadian Foundation for Pharmacy, and providing a donation of the surplus funds from the 2015 Golf Tournament;
- (vii) Copy of correspondence from Registrar Ronald Guse, addressed to Ms. Bernadette Preun, Assistant Deputy Minister, Manitoba Health, Healthy Living and Seniors, advising of the re-appointment of Ms. Cali Orsulak to the Manitoba Monitored Drugs Review Committee;
- (viii) Draft revised terms of reference for the College of Pharmacists of Manitoba Scholarship; and
- (ix) Draft revised terms of reference for the College of Pharmacists of Manitoba President's Prize

b) Listed

No report.

6. Registrar's Report

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



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

CARRIED

Registrar Guse expressed gratitude to the Council of the College for the contribution to the Ronald F. Guse Scholarship fund at the University of Manitoba.

MOTION #6: MOVED BY RIK PANCIERA, SECONDED BY KYLE MACNAIR THAT the draft Communication Policy be approved by Council, as amended, including the discontinuance of the hardcopy mailing of the newsletter and Friday Five e-bulletin on June 30th, 2016.

CARRIED

MOTION #7: MOVED BY RIK PANCIERA, SECONDED BY KYLE MACNAIR THAT Council approves the policy that will limit the admission into a CCAPP-accredited pharmacy technician program to candidates who provide documentation of language proficiency, as approved by Council, and, require document verification of the qualification upon application to the College. For clarity, admission into a CCAPP-accredited pharmacy technician program will be limited to candidates who provide documentation of one of the following as evidence of language proficiency:

- a. language proficiency test results that meet the NAPRA *Language Proficiency Requirements for Licensure as a Pharmacy Technician in Canada*; or
- b. graduation from a high school in Canada with four consecutive, first language English or French courses/credits; or
- c. graduation from a Collège d'enseignement général et professionnel in Quebec with four consecutive, first language English or French courses/credits; or
- d. an undergraduate degree from a university in Canada, where the curriculum is taught in either French or English.

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 KEVIN HAMILTON THAT the Deputy Registrar's Report be accepted for information.

CARRIED

MOTION #9: MOVED BY RIK PANCIERA, SECONDED BY KYLE MACNAIR THAT, in order to clarify and standardize the information provided to applicant's regarding an acceptable photograph, the Academic Register Application, the Application for Registration and Initial Licensure for Graduates of a Faculty of Pharmacy Outside of Canada, the Application for Registration and Initial Licensure



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Under the Canadian Mobility Agreement, the Temporary Certificate of Registration and Temporary Licensure Application, the Application for Pharmacy Technician-In-Training with the College of Pharmacists of Manitoba, the Application for Pharmacy Technician with the College of Pharmacists of Manitoba, and the Application for Registration as a Student of the College of Pharmacists of Manitoba be modified to include the following statement:

*“a notarized passport size and style photograph. **

(The photograph must be affixed to a piece of plain white paper, sealed across the photograph and paper and the statement “This photograph is a true likeness of (applicant’s full name printed).”, and signed by the Notary Public.)”

CARRIED

MOTION #10: MOVED BY JENNIFER LUDWIG, SECONDED BY DONNA FORBES THAT Dinah Santos be appointed Chair of the Quality Assurance Committee, that Brent Booker be appointed Chair of the Standard of Practice Division of the Quality Assurance Committee, and Kristine Petrasko be appointed Chair of the Professional Development Division of the Quality Assurance Committee.

CARRIED

MOTION #11: MOVED BY PETR PROCHAZKA, SECONDED BY DERRICK SANDERSON THAT Dinah Santos be appointed as the Council member on the Office of the Manitoba Fairness Commissioner’s Registration Review Committee.

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 Pharmacists Manitoba 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.

President Marsh turned the chair over to Vice President Santos.



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e) NAPRA

The NAPRA report was circulated in advance of the meeting.

Vice President Santos returned the chair to President Marsh.

f) Pharmacists Manitoba

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

g) Manitoba Health

No report.

h) Canadian Association of Pharmacy Technicians (CAPT)

The CAPT report was circulated in advance of the meeting.

MOTION #12: MOVED BY PETR PROCHAZKA, SECONDED BY KEVIN HAMILTON THAT the PEBC, Canadian Society of Hospital Pharmacists, College of Pharmacy Student, NAPRA, Pharmacists Manitoba 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 #13: MOVED BY BRENT BOOKER, SECONDED BY GEOFF NAMAKA THAT the “For Information” section of the Executive Committee Report to Council be accepted for information.

CARRIED

MOTION #14: MOVED BY GLENDA MARSH, SECONDED BY RIK PANCIERA THAT Glenda Marsh, Kyle MacNair, Kurt Schroeder and Zahid Zehri be appointed as the 2016 Council Nomination Search Committee.

CARRIED

MOTION #15: MOVED BY GLENDA MARSH, SECONDED BY CHERYL ZELENTSKY THAT Council supports the following recommendation for revisions to the pharmaceutical regulation:



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Section 69(4) Except as permitted by a practice direction, (comma inserted) ~~describing the adaptation of a prescription~~, a member must not change a prescription without ~~the a~~ (“a” inserted) practitioner's consent.

CARRIED

MOTION #16: MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT the Council create an ad-hoc committee to review Schedule 3 conditions and the travel health vaccine and medications for which pharmacists can prescribe. The ad-hoc committee will be tasked with completing an environmental scan of other provinces, and will make recommendations to the Executive Committee for consideration before being presented to Council.

CARRIED

MOTION #17: MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT the Council supports the regulation change to include the removal of the restriction preventing a pharmacist from administering a drug or vaccine prescribed by an Extended Practice Pharmacist (EPPh), as there appears to be no additional risk to the patient if the pharmacist administers a drug or vaccine that is prescribed by an EPPh.

CARRIED

MOTION #18: MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT the Council supports the regulation change to include the change of the restriction preventing a pharmacist from administering a drug or vaccine to a patient “under the age of seven” to “under the age of five.”

CARRIED

MOTION #19: MOVED BY GLENDA MARSH, SECONDED BY DONNA FORBES THAT the Council recommends the measles vaccine be added to Schedule 2 and included in the list of suggested regulation changes.

CARRIED

MOTION #20: MOVED BY GLENDA MARSH, SECONDED BY KYLE MACNAIR THAT, in consideration of the increase of the Council membership to 15, the current Council table is too small and Council approves a budget of \$15,000.00 for a new or re-configured Council table.

CARRIED

MOTION #21: MOVED BY GLENDA MARSH, SECONDED BY DERRICK SANDERSON THAT Council approve the revised Registrar job description for implementation with the new Registrar.



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CARRIED

MOTION #22: MOVED BY GLENDA MARSH, SECONDED BY JENNIFER LUDWIG THAT Council approve the draft Code of Conduct policy for Council members of the College, as amended.

CARRIED

Vice President Santos turned the chair back to President Marsh.

Registrar Guse left the meeting at 11:00 a.m. Deputy Registrar Lessard-Friesen acted as Council resource in his absence.

11:00 a.m. – 11:15 Break

11:15 a.m. – Council meeting reconvenes.

Draft documents related to the implementation of prescription-only Exempted Codeine Preparations were distributed and discussed at the meeting.

11:55 a.m. – 12:45 p.m. – Lunch Break

12:45 p.m. Council meeting reconvenes. Registrar Guse returned to the meeting. Deputy Registrar Lessard-Friesen was not in attendance at the time of reconvening.

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 #23: MOVED BY PETR PROCHAZKA, SECONDED BY JENNIFER LUDWIG THAT the “For Information” section of the Professional Development Committee Report to Council be accepted for information.

CARRIED

MOTION #24: MOVED BY DINAH SANTOS, SECONDED BY RIK PANCIERA THAT, to more accurately reflect the intent of the certificate, Council approves the renaming of the existing “Life Long Learning in Pharmacy” certificate starting with the 2015-2016 PD year to “Commitment to Professional Development Certificate in [YEAR]”.

CARRIED



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Council thanked Dinah Santos for her service as chair of the Professional Development Committee.

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

CARRIED

The draft practice direction entitled, “Standard of Practice #6: Drug Distribution and Storage” was circulated in advance of the meeting.

MOTION #26: MOVED BY BRENT BOOKER, SECONDED BY KEVIN HAMILTON THAT the draft practice direction entitled, “Standard of Practice #6: Drug Distribution and Storage” be approved for member and stakeholder feedback, as amended.

CARRIED

MOTION #27: MOVED BY BRENT BOOKER, SECONDED BY DONNA FORBES THAT the practice direction entitled, “Delegation of Dispensing to Other Health Professionals” be approved for implementation.

CARRIED

MOTION #28: MOVED BY BRENT BOOKER, SECONDED BY DERRICK SANDERSON THAT the practice direction entitled, “Secondary Hospital Services Component” be approved for implementation, as amended.

CARRIED

d) Board of Examiners

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

MOTION #29: MOVED BY PETR PROCHAZKA, SECONDED BY RIK PANCIERA THAT the Board of Examiners Report to Council be accepted for information.

CARRIED



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e) Discipline Committee

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

MOTION #30: MOVED BY KEVIN HAMILTON, SECONDED BY BRENT BOOKER 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 #31: 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

h) Finance & Risk Management Committee

The Finance & 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 #32: MOVED BY RIK PANCIERA, SECONDED BY JENNIFER LUDWIG that the “For Information” section of the Finance & Risk Management Committee Report to Council be accepted for information.

CARRIED

10. Unfinished Business

a) Regulations Implementation Update

(i.) Lab Test Orders

The Registrar provided an update on the implementation of lab test ordering by pharmacists in a community setting.

b) Pharmacist Profiles

Registrar Guse reported the College will achieve compliance with the requirement to post pharmacist’s profiles before the end of the year, and expressed gratitude to Kathy Wright and Bev Robinson for all their work to accomplish this task.



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- c) Request for approval of revised applications for Pharmacy Technicians
At the October 5, 2015, Council meeting, Council approved June 1st as the fee renewal date and the starting date of the professional development year for pharmacy technicians. As such, revisions were required to existing applications, and a renewal application was needed.

MOTION #33: MOVED BY RIK PANCIERA, SECONDED BY DINAH SANTOS THAT the following applications be approved: the Application for Pharmacy Technician in Training, the Pharmacy Technician Structured Practical Training Notification Form, the Application for Pharmacy Technician, and the Pharmacy Technician Listing Renewal Application for June 1, 2016 to May 31, 2017

CARRIED

- d) Update on Regulations Vote for Revisions to Schedule 2 and Schedule 3 Changes
President Marsh reported that quorum has been achieved for the Regulations Vote for Revisions to Schedule 2 and Schedule 3 Changes. The Ballot Counting Committee will be Mr. Stuart Bellingham, Mr. Clint Huber, and Ms. Kathy Hunter. Ballot counting will occur on December 14, 2015, after the 4:00 p.m. close of voting.

11. New Business

- a) Physician Assisted Dying
President Marsh and Registrar Guse provided a verbal update on work being completed for the implementation of physician assisted dying.
- b) Council Election 2016
The schedule for the upcoming Council election was circulated in advance of the meeting for information of Council. The voting instructions, nomination form and ballot for the upcoming Council election were circulated in advance of the meeting for consideration of approval by Council.

MOTION #34: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT Council approves the voting instructions, nomination form and ballot for the upcoming Council election, as amended.

CARRIED

- c) Manitoba Monitored Drug Review Committee (MMDRC) Sub-committee
MOTION #35: MOVED BY DERRICK SANDERSON, SECONDED BY PETR PROCHAZKA THAT Council approves the re-appointment of Dr. Brent Booker to the MMDRC Sub-committee.

CARRIED



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d) In Camera Session

Council entered into an “In Camera Session” at 1:45 p.m. Liaisons to Council departed the meeting in advance of the in camera session. Assistant Registrar Mereniuk and Assistant Registrar McIntosh left the meeting. Registrar Guse and Executive Assistant Kathy Wright were invited to remain for certain portions of the in camera session.

Council returned to a regular session.

MOTION #36: MOVED BY DERRICK SANDERSON, SECONDED BY KEVIN HAMILTON THAT the Software Operator Services Contraction and the Services Contract between Olotech Corporation and the College of Pharmacists of Manitoba be approved, and the Registrar be authorized to sign on behalf of the College.

CARRIED

Registrar Guse and Rik Panciera left the meeting.

MOTION #37: MOVED BY DERRICK SANDERSON, SECONDED BY PETR PROCHAZKA THAT an amount of \$17,500 be approved for special events noting the transition in Registrars.

CARRIED

MOTION #38: MOVED BY RIK PANCIERA, SECONDED BY CHERYL ZELENITSKY THAT the amount for inclusion in the 2016 Budget for GL5130: NAPRA Levy be \$60,956.

CARRIED

MOTION #39: MOVED BY RIK PANCIERA, SECONDED BY DERRICK SANDERSON THAT the amount for inclusion in the 2016 Budget for “GL7560: Pension Plan” be adjusted to \$52,600 to reflect a new contribution amount of 6% and 8% of annual wages. The policy will be revised to read: “After one complete year of employment, all full-time, permanent employees will receive 6% of annual wages in lieu of a pension plan payable in January of the following year. After 10 years continuous services, the rate will be 8%.”

CARRIED

- e) Appointment to the Advisory Committee of the College of Registered Nurses of Manitoba
Council considered this agenda item in advance of the “In Camera Session” addressed in agenda item 11.d. All staff, Council members and liaisons to Council were in attendance during this agenda item.



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MOTION #40: MOVED BY DINAH SANTOS, SECONDED BY JENNIFER LUDWIG THAT Mr. Derek Risbey be the College's appointee on the College of Registered Nurses of Manitoba Advisory Committee.

CARRIED

12. Adjourn

MOTION #41: MOVED BY GEOFF NAMAKA, SECONDED BY PETR PROCHAZKA THAT the meeting adjourn.

CARRIED

The Council meeting adjourned at 3:30 p.m.