



The Manitoba Pharmaceutical Association

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7
Phone (204) 233-1411 Fax: (204) 237-3468 E-mail: info@mpha.mb.ca Website: www.mpha.ca

SPECIAL COUNCIL MEETING MINUTES FRIDAY, NOVEMBER 15, 2013 PHARMACY HOUSE – 200 TACHE AVENUE, WINNIPEG, MANITOBA

MEMBERS PRESENT:

Kyle MacNair, President
Kristine Petrasko, Vice President
Shawn Bugden, Past President (joined meeting at 1:00 p.m.)
Neal Davies, Dean – Faculty of Pharmacy (left meeting at 1:50 p.m.)
Jennifer Ludwig
Glenda Marsh
Dinah Santos
Kurt Schroeder (left meeting at 12:00 p.m.)
Randy Stephanchew

LAY MEMBERS:

Donna Forbes
Travis Giavedoni

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:

Geoff Namaka, Executive Treasurer

1. a) Convene
President MacNair convened the meeting at 9:00 a.m. and welcomed Travis Giavedoni, new public member of Council, to his first meeting of Council. Individual Council members and staff introduced themselves.
- b) Declaration of Conflict
No Council member indicated a conflict at the time of convening the meeting.
2. Considerations of and Additions to Agenda
None



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3. Approval of Agenda
The agenda was circulated in advance of the meeting.
MOTION #1 - MOVED BY KRISTINE PETRASKO, SECONDED BY DONNA FORBES THAT
the agenda be approved, as circulated.

CARRIED

4. Approval of Council Meeting Minutes
No report
5. Business Arising from Minutes
No report
5. Correspondence
 - a) On Board
No report
 - b) Listed
MIPA Letter dated October 3, 2013
A copy of correspondence from MIPA was circulated in advance of the meeting.
The Registrar will provide a copy of correspondence, once completed.
6. Registrar's Report
No report
7. Deputy Registrar's Report
No report
8. Liaison Reports
No reports
9. Committee Reports
No reports
10. Ad hoc Committees
No reports
11. Unfinished Business
 - a) Regulations Development Process
The President and Registrar provided a verbal update on implementation of the *Pharmaceutical Act* and regulations, including recent staffing changes at Manitoba Health.



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- (i.) Review and approval of Orientation Manual Draft
The draft of the orientation manual entitled, “Orientation Manual to Your New Practice Framework” was circulated in advance of the meeting.

Registrar Guse provided a verbal review of the development process for the creation of the manual.

MOTION # 2 – MOVED BY KRISTINE PETRASKO, SECONDED BY JENNIFER LUDWIG THAT the manual entitled, “Orientation Manual to Your New Practice Framework” be accepted in principle, with edits to the final form being reviewed by Council through email. Council will be provided the final Orientation Manual forty-eight hours prior to posting on the MPhA website and distributing to members.

CARRIED

- (ii.) Review of the decisions of the Board of Examiners and appointment of Travis Giavedoni to the Board
The Registrar circulated a copy of the document entitled, “The Pharmaceutical Act and Regulations – Summary of Recommendations for Board of Examiners Decisions” to Council for information.

MOTION #3 – MOVED BY NEAL DAVIES, SECONDED BY KRISTINE PETRASKO THAT Travis Giavedoni be appointed to the Board of Examiners.

CARRIED

- (iii.) Update on the following Practice Directions
a) “Test Orders” for revised final approval
The draft of the practice direction entitled, “Test Orders” was circulated in advance of the meeting.

President MacNair reported that work continues to be done as it relates to the laboratory test ordering process.

President MacNair did not seek approval of the practice direction entitled, “Test Orders.”



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- b) “Prescribing & Dispensing” for revised final approval
The draft of the practice direction entitled, “Standard of Practice #4: Prescribing and Dispensing” was circulated in advance of the meeting.

MOTION #4 - MOVED BY KURT SCHROEDER, SECONDED BY GLENDA MARSH THAT the practice direction entitled, “Standard of Practice #4: Prescribing and Dispensing” be approved.

CARRIED

- c) “Pharmacy Facilities” for final approval
The draft of the practice direction entitled, “Standard of Practice #15: Pharmacy Facilities” was circulated in advance of the meeting.

MOTION #5 - MOVED BY KURT SCHROEDER, SECONDED BY DONNA FORBES THAT the practice direction entitled, “Standard of Practice #15: Pharmacy Facilities” be approved, with amendments.

CARRIED

- d) “Central Fill” for approval for member consultation
The draft of the practice direction entitled, “Central Fill” was circulated in advance of the meeting.

MOTION #6 - MOVED BY KRISTINE PETRASKO, SECONDED BY DINAH SANTOS THAT the draft practice direction entitled, “Central Fill” be approved for member and stakeholder consultation, with a consultation close date of December 2, 2013.

CARRIED

- e) “Lock & Leave” for approval for member consultation
The draft of the practice direction entitled, “Lock & Leave Component” was circulated in advance of the meeting.

MOTION #7 - MOVED BY KRISTINE PETRASKO, SECONDED BY DINAH SANTOS THAT the draft practice direction entitled, “Lock & Leave Component” be approved for member and



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stakeholder consultation, with a consultation close date of December 2, 2013.

CARRIED

- f) “Test Interpretation” for revised final approval
The draft of the practice direction entitled, “Standard of Practice #7: Test Interpretation” was circulated in advance of the meeting.

MOTION #8 - MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS THAT the practice direction entitled, “Standard of Practice #7: Test Interpretation” be approved.

CARRIED

- g) “Standard of Practice #12: Records & Information” for final approval
The draft of the practice direction entitled, “Standard of Practice #12: Records & Information” was circulated in advance of the meeting.

MOTION #9 - MOVED BY KURT SCHROEDER, SECONDED BY DINAH SANTOS FORBES THAT the practice direction entitled, “Standard of Practice #12: Records & Information” be approved, with amendments.

CARRIED

- h) Update on “Supervision” and “Pharmacist to Staff Ratio” practice directions
Standards of Practice Committee chair Kurt Schroeder reported that the committee suggests that a practice direction is not required for “Pharmacist-to-Staff Ratio” and “Supervision” because the regulations are clear.

President MacNair reported that Manitoba Health insists that a practice direction is required for “Supervision” and he will seek specific information from Manitoba Health as to content that they would like included.



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- (iv.) Review of the Communications Plan 2014
The document entitled, “Communications Strategy: January 1, 2014, Implementation of the December 2006 *Pharmaceutical Act* was circulated in advance of the meeting.

MOTION #10 – MOVED BY KRISTINE PETRASKO, SECONDED BY GLENDA MARSH THAT the communications strategy be approved in principle.

CARRIED

- (v.) Self-limiting Conditions
Assistant Registrar Kim McIntosh provided a verbal update on the development of the Self-Limiting Conditions training program. The draft of the program will likely be ready for review at the December 9, 2013, Council meeting.
- (vi.) Approve application forms for:
The following draft applications were circulated in advance of the meeting: Lock & Leave Permit, Satellite Community Pharmacy, Non-Practicing Pharmacist, Mailing Subscription and Authorization to Administer Drugs by Injection

- a) Lock & Leave
MOTION #11 – MOVED BY JENNIFER LUDWIG, SECONDED BY GLENDA MARSH THAT the 2014 Lock & Leave Permit application be approved, as amended.

CARRIED

- b) Satellite
MOTION #12 – MOVED BY DONNA FORBES, SECONDED BY KURT SCHROEDER THAT the 2014 Satellite Pharmacy Application be approved, as amended.

CARRIED

- c) Non-practicing pharmacists
MOTION #13 – MOVED BY DINAH SANTOS, SECONDED BY RANDY STEPHANCHEW THAT the 2014 Non-Practicing Pharmacist Application be approved, as amended.



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CARRIED

- d) Mailing Subscription
MOTION #14 – MOVED BY GLENDA MARSH, SECONDED BY DONNA FORBES THAT the 2014 Mailing Subscriber Application be approved, as amended.

CARRIED

- e) Authorization to Administer Drugs by Injection
MOTION #15 – MOVED BY KRISTINE PETRASKO, SECONDED BY TRAVIS GIAVEDONI THAT Council approve a \$25 fee plus GST for the Application for Authorization to Administer Drugs by Injection.

DEFEATED

MOTION #16 – MOVED BY KURT SCHROEDER, SECONDED BY NEAL DAVIES THAT the Application for Authorization to Administer Drugs by Injection be approved, as amended, and that no fee be charged for the authorization.

CARRIED

MOTION #17 – MOVED BY KRISTINE PETRASKO, SECONDED BY RANDY STEPHANCHEW THAT the 2014-2016 Council re-visit the decision that no fee be charged for the Application for Authorization to Administer Drugs by Injection.

CARRIED

- (vii.) Set a late fine for pharmacist and pharmacy licence application renewals
MOTION #18 – MOVED BY RANDY STEPHANCHEW, SECONDED BY KRISTINE PETRASKO THAT the established “late fee” also be assigned when applications are not received in the office by November 30th annually, including the professional development requirement.

CARRIED

Kurt Schroeder left the meeting at 12:00 p.m.



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Lunch Break: 12:00 p.m. – 1 p.m.

Shawn Bugden arrived at 1:00 p.m.

(viii.) Appointment of the Complaints and Discipline Committee members
Council discussed potential members to serve on the Complaints & Discipline Committee.

- b) Review and Approval of the Bylaws draft
Legal Counsel David Marr and his associate Harman Mavi arrived at 1 p.m. The draft bylaws were circulated in advance of the meeting. Legal counsel gave a presentation that highlighted proposed revisions to the existing bylaws and the rationale behind proposed revisions.

MOTION #19 - MOVED BY SHAWN BUGDEN, SECONDED BY KRISTINE PETRASKO THAT Council accepts the recommendation that the applications be included in the bylaws and that the Discipline Committee will be comprised of 2 former members, 6 current members and 4 lay (public) members.

CARRIED

The final review of the bylaws will occur at the December 9, 2013, Council meeting.

12. New Business

Approval of the Service Purchase Agreement (SPA) between The Government of Manitoba (Healthy Living, Seniors & Consumer Affairs) and the Manitoba Pharmaceutical Association for the Pharmacist-Led Smoking Cessation program

MOTION #20 – MOVED BY KRISTINE PETRASKO, SECONDED BY GLENDA MARSH THAT the Registrar be authorized to sign the Service Purchase Agreement between between The Government of Manitoba (Healthy Living, Seniors & Consumer Affairs) and the Manitoba Pharmaceutical Association for the Pharmacist-Led Smoking Cessation program.

CARRIED

Dean Davies left the meeting at 1:50 p.m.



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13. Adjourn

**MOTION #21 – MOVED BY DONNA FORBES, SECONDED BY JENNIFER LUDWIG
THAT the meeting adjourn.**

CARRIED

The meeting adjourned at 3:00 p.m.