

Terms of Reference

Committee Name: BC Pharmacy Practice Residency Committee

Type: *Standing*

Chair: Rotating chair

Responsible to: BC Pharmacy Directors Group and their respective health authorities.

Communication to board authority

- BC Pharmacy Directors Groups receives all minutes.
- Liaison appointed by the group for ad hoc communication with directors

Affiliated with:

UBC – Faculty of Pharmaceutical Sciences
Canadian Society of Hospital Pharmacists

Purpose

- To coordinate residency programming in BC to ensure quality and uniformity of program delivery and BC Standards.
- Establish common programming for BC residents to interact and learn.
- To share resources and expertise.
- To provide support and consultation.

Authority

Quorum is attained when 60% of Coordinators are present. The committee members are active agent in decisions regarding the following:

1. Application of potential residents and selection of successful candidates for their respective health authority.
2. Execution of common programming.
3. Allocation of resources.
4. Advise on operational standard interpretation.

Timeframes, Reporting & Deadlines

Committee will meet at least 6 times a year.

Membership

- Coordinators from each health authority
- UBC Faculty of Pharmaceutical Sciences liaison

- Canadian Hospital Pharmacy Residency Board (CHPRB) representative (ex-officio)

Portfolios are reviewed annually and assigned as follows:

- Chair - rotating
- Secretary
- Financial officer
- BC Pharmacy Director's Group liaison

Program Support

Administrative assistance for application process and management of financial resources is provided by the UBC Faculty of Pharmaceutical Sciences.

Other Resources

- Funding provided by health authorities
- Health authorities provide space for meetings.
- UBC Faculty of Pharmaceutical Science provides website space and on-line application process

Specific Areas of Responsibility

1. Improve the consistency, quality, efficiency and standard of the BC Pharmacy Practice residency program.
2. Coordinate common programming for BC residents
3. Organize 'Oral Case Presentations' on approximately a monthly basis.
4. Coordinate project poster evaluation and project presentation night in conjunction CSHP in May of each year.
5. Organize Certificate Presentation Night in September of each year.
6. Coordinate application process of BC Residency programs in conjunction with UBC Faculty of Pharmaceutical Sciences.

Approval/Review Date;

May 2010

Review every 2 years.