

CSHP/CPhA Primary Care Pharmacists Pharmacy Specialty Network (PSN)

Terms of Reference

Description of Network

This network was developed for pharmacists with a common interest in patient care in primary health care and family practice. This may include pharmacists integrated into family practice and pharmacists in the community who are developing or providing services to individuals in the community.

The following is a brief summary of proposed functions and structures of the Primary Care Pharmacist PSN.

Goal

The main goal of the Primary Care Pharmacists PSN is to promote and optimize the role of the pharmacist in the primary health care setting.

Objectives

The main objectives of the Primary Care Pharmacists PSN are:

- To promote sharing of practice-based resources and tools.
- To develop, support and maintain networking opportunities for Canadian pharmacists with an interest in primary care practice, education and/or research
 - To provide a forum for posing clinical questions to colleagues.
 - To provide an opportunity for collaboration on research initiatives.
- To design and disseminate education and/or training initiatives for members.
- To advocate for the role and practice development of the pharmacist in family practice and primary care settings.
- To provide an opportunity for mentorship of new pharmacists in the practice setting.

Structure

CSHP-CPhA Joint PSN:

To join, membership in CSHP or CPhA is required. This structure may allow for the network to cast a wider net for members if communications are distributed through both associations. One advantage of this option is that CSHP has well developed guides for structure.

Membership

- 1) Pharmacists currently integrated into family practice, interested or planning to integrate into family practice.
- 2) Pharmacists in the community who are providing or interested in developing patient care services to family practice sites or internal comprehensive patient care services in agreement with local family physicians.
- 3) A member of the Canadian Society of Hospital Pharmacists (CSHP) **OR** Canadian Pharmacists Association (CPhA)
- 4) Membership applications can be made directly to each professional organization

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Governance:**Chair:**

Term: 1-year term starting 3 months after elections in the Fall of each year, following term as PSN Chair-Elect. Term is renewable – no limit.

Responsibilities:

1. Set teleconference and meeting agendas
2. Chair teleconference meetings
3. Chair the annual general meeting at the CSHP and CPhA conferences
4. Attend annual meeting of the CSHP PSN chairs (usually held during PPC)
5. Primary liaison to CSHP-PSN Coordinating Committee and Vision Liaison for the PSN
6. Submit an annual report for the PSN Coordinating Committee on the PSN's activities, educational events, research activities, number of members and electronic activity. The annual report is required by the CSHP Executive and a copy will be sent to the CPhA executive.
7. Communicate with relevant CSHP (e.g. Educational Services Committee) and CPhA committees as required
8. Assist the PSN Education Coordinator with PSN educational events (e.g. AGM, PPC, CPhA annual meeting, etc)
9. Serve as a primary liaison with external organizations as required
10. Assume the responsibilities of the Chair-Elect and Past-Chair in their absence.
11. Facilitate communication with PSN members at the request of CSHP National
12. Serve as Past-Chair for 1 year following the term of chair

Secretary/Chair-Elect:

Term: 1-year term starting 3 months after elections

1. Assist the Chair with their responsibilities, and assume the role of Chair in his/her absence
2. Facilitate the collection and dissemination of news, clinical and educational materials to the PSN members
3. Take minutes of the PSN business meetings.
4. Ensure that minutes of PSN meetings are circulated to members or posted on the PSN webpage
5. Ensure the accurate archiving of minutes, proceedings, activities, etc to facilitate with the preparation of the PSN annual report for the PSN Coordinating Committee
6. Serve as Chair 1 year following the term of secretary.

Education Coordinator (s):

Term: 2-year term beginning 3 months after elections

Responsibilities:

1. Facilitate the organization of PSN educational events at CSHP (AGM and PPC) and CPhA events (Annual Meeting) in conjunction with the CSHP & CPhA Educational Services Committee Chair, the PSN Chair or designate
2. Develop and coordinate the promotional and communication information about educational events to the PSN executive and members with help from the PSN Communications Officer.
3. Work in conjunction with the PSN Chair or designate to organize social events for the PSN, on request
4. Serve as a primary liaison with external organizations/faculties to facilitate the development and implementation of innovative educational strategies and/or mentorship/training programs.
5. Work with the website coordinator to identify relevant educational materials for the PSN website
6. Chair any PSN Education Sub-committee meetings or teleconferences.

Communications Coordinator:

Term: 2-year term beginning 3 months after the elections

Responsibilities:

1. Moderate the listserv and report any violations or concerns from the listserv guidelines to the PSN executive.
2. Work with CPhA and CSHP to develop and ensure strong and consistent verbal and visual messaging about the PSN
3. Work with CPhA and CSHP to develop advertisements for promoting membership in various publications (CSHP EOB, CPhA e-bulletin, local and/or provincial publications, etc.)
4. Work with the Website coordinator to develop the PSN look and feel on the website
5. Work with Education coordinator and executive on external presentations about the PSN to ensure consistent messaging and imaging.

Website Coordinator:

Term: 2 year term beginning 3 months after elections

Responsibilities:

1. Work collaboratively with the web-site developers from CSHP and CPhA to coordinate, develop, enhance, modify and maintain the Primary Care PSN webpage.
2. Coordinate the integration of the CSHP and CPhA Primary Care PSN websites.
3. Coordinate and gather information to be posted on the website.
4. Evaluate website performance and satisfaction from users and recommend changes accordingly.

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5. Make recommendations to the Primary Care PSN executive regarding website functionality and enhancements.
6. Work with Provincial Pharmacy Organizations and Associations as needed to enhance collaboration and linkage across various web pages.

Research Coordinator:

Term: 2-year term beginning 3 months after the elections

Responsibilities:

1. Surveys the PSN members for research ideas
2. Present research ideas to the PSN members and initiate the research agreement and plan for conducting the research project (including a budget for the research project)
3. Pursue funding for research if required
4. Present updates on research activities at business meetings.
5. Provide regular feedback to PSN executive and members on the status of research projects
6. Liaise with CPhA and CSHP Research groups as needed.

Adhoc Committee Member (Representatives from Home Care, Innovative Community Based Practices/Pharmacies, Consultants, etc):

Term: undefined

Responsibilities:

1. To provide insight and advice to the Executive on matters relating to their practice site that may impact or influence PSN-related initiatives.

Web Presence

The following mechanisms will be utilized to connect PSN members and to facilitate access to primary care relevant practice based tools and information.

List Serv

Website: Currently in process of hosting a joint CPhA and CSHP website within the CSHP PSN HomePage.