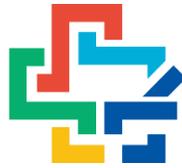


Canadian Society of
Hospital Pharmacists



Société canadienne des
pharmaciens d'hôpitaux



Ontario Branch/Section de l'Ontario

BRANCH PROCEDURE MANUAL

ONTARIO BRANCH

Revised: 2018

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I PROCEDURES

ONTARIO BRANCH - CSHP

The Ontario Branch is a provincial branch of CSHP and has geographically designated Chapters. Each member of the Branch is a member of CSHP and is entitled to all Society benefits. The Ontario Branch is governed by the Branch Council which is assisted by the Executive.

The Branch Council is the policy-making body of the Branch, composed of the elected Chapter Chairs, Committee Chairs, Liaison officers, and the members of the Executive.

The Executive may, subject to the control of Council, manage, operate and govern the Branch. The elected officers of the Branch (President, Past-President, President-Elect, Treasurer and Delegates) shall constitute the Executive. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

SECTION 1: POLICIES AND PROCEDURES FOR BRANCH MANUAL

1. Purpose

The Branch Manual is the primary reference for Council business. This procedure ensures that the Branch Manual is reviewed and revised regularly.

2. Policy

- Specific sections of the Branch Manual are reviewed and revised on a scheduled basis at least once annually. A schedule of section reviews can be found in Section V of the manual.
- The Executive Assistant coordinates the review process and maintains documentation of all previous, current and pending revisions to the Branch Manual.
- Council approves all major revisions of the Branch Manual.
- Executive may approve minor revisions/corrections to the Branch Manual.

3. Procedures

- The Executive Assistant posts the current Branch Manual on the website as updates are made.
- The date of the most recent revision is listed under Section V of the manual (Updates to the Manual).
- The Executive Assistant maintains a Branch Manual revision log that includes:
 - Section name
 - MRP (person or committee)
 - Date of last review
 - Date for next review (phased by section)
- Council establishes timelines for review and the MRP for each section.
- The revision log is updated prior to the MCM and AGM.
- *Ad hoc* revisions may be requested by any member of Council and acted upon Executive on an as needed basis.

ONTARIO BRANCH - CSHP

SECTION 2: INTRODUCTION

Introduction

The following procedures have been drafted to assist Branch Council in the proper discharge of their duties and responsibilities. These procedures reflect the provincial characteristics of the Branch and are in compliance with approved CSHP Bylaws.

SECTION 3: DEFINITIONS

Definitions

- CSHP - Refers to the Canadian Society of Hospital Pharmacists (national organization).
- CSHP-OB - Refers to the Canadian Society of Hospital Pharmacists, Ontario Branch
- BRANCH - Refers to Ontario Branch, CSHP as defined by CSHP Bylaw, section 7.
- CHAPTER - Refers to one of the Chapters of the Ontario Branch as defined by CSHP Bylaw Section 7.3
- OHA - Refers to the Ontario Hospital Association. The Branch serves as the affiliated group to the organization.
- OCP - Refers to the Ontario College of Pharmacists, the pharmacist registration body of Ontario.
- OPA - Refers to the Ontario Pharmacists' Association.
- OPRA - Refers to the Ontario Pharmacy Residents' Association.
- U of T - Refers to the University of Toronto, Faculty of Pharmacy.
- CHAIR - Refers to the chairperson of the various Branch committees.
- HPO - Refers to Branch newsletter, "Hospital Pharmacy in Ontario".

SECTION 4: ORGANIZATIONAL STRUCTURE

Organizational Structure

The Ontario Branch is a provincial branch of CSHP and has geographically designated Chapters. Each member of the Branch is a member of CSHP and is entitled to all Society benefits. The Ontario Branch is governed by the Branch Council but operates under CSHP Bylaws.

The Branch Council is the policy-making body of the Branch, composed of the elected Chapter Chairs, Committee Chairs, Liaison officers, and the members of the Executive.

The Executive may, subject to the control of Council, manage, operate and govern the Branch. The elected officers of the Branch (President, Past-President, President-Elect, Treasurer and Delegates) shall constitute the Executive. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

All Chapters and Committees are encouraged to adopt a co-chair approach to assist with succession planning and workload.

All Chapter Co-Chairs are elected through a process described in the "Branch Elections" of this manual. Each Chapter has one vote which may be cast by proxy when not in attendance. Chapter Co-Chairs are asked to attend the Mid-Term Council Meeting and the Joint Council meeting on a rotational basis. The presidential officer with the Internal Portfolio provides to, and seeks from the Chapter Co-Chairs, guidance and advice between Council Meetings.

All Committee Co-Chairs and Liaisons are appointed by the Executive and ratified by Council. The Liaisons and Committee Co-Chairs are non-voting positions. No later than the first meeting following the Annual General Meeting, the President must confirm the appointment of, and make known, the name of the Co-Chairs of each Committee of the Branch, as well as Liaisons.

Through the National Office an Executive Assistant is provided to assist Council in its actions, with the guidance of the President.

SECTION 5: ONTARIO BRANCH – ORGANIZATIONAL CHART

Branch Executive (Elected)				
<p style="text-align: center;">President (Vision)</p> <ul style="list-style-type: none"> • Provides leadership and linkage to committees and task forces. 	<p style="text-align: center;">President (External)</p> <ul style="list-style-type: none"> • Provides leadership and linkage to liaisons. • External representative for Branch. 	<p style="text-align: center;">President (Internal)</p> <ul style="list-style-type: none"> • Provides leadership to Chapter Chairs. • Privacy Officer. 	<p style="text-align: center;">Treasurer/Finance</p> <ul style="list-style-type: none"> • Monitors expenses and revenue vs. budget. 	<p style="text-align: center;">Delegates</p> <ul style="list-style-type: none"> • Provides linkage to National. • Provides leadership in actioning the Mission and Vision.

Branch Council			
<p style="text-align: center;">Committee Co-Chairs (Appointed)</p> <ul style="list-style-type: none"> • Awards • Communications • Education • Membership • OHPMS 	<p style="text-align: center;">Chapter Chairs (Elected)</p> <ul style="list-style-type: none"> • Geographic representation of OB CSHP members. • <u>Ten Chapters:</u> Northwestern Northern Southwestern Georgian Bay-Simcoe Lake Ontario West Metro Toronto Lake Ontario East Quinte-St. Lawrence Ottawa Valley • Primary Care Co-Chair 	<p style="text-align: center;">Liaisons (Appointed)</p> <ul style="list-style-type: none"> • Student Liaison - U of T - U of W • Faculty Liaisons <ul style="list-style-type: none"> ○ U of T ○ U of W • OPRA • OPA 	<p style="text-align: center;">Task Forces *</p> <ul style="list-style-type: none"> • Ad hoc as per Council requests.

*** Task Forces are formed by Council for specific purposes.**

SECTION 6: EXECUTIVE PORTFOLIO RESPONSIBILITIES

Name					
Portfolio *	Internal Portfolio	Vision Portfolio	External Portfolio	Finance Portfolio	National Delegates
Committees	<ul style="list-style-type: none"> • Chapter Chairs • Communications Committee 	<ul style="list-style-type: none"> • Education Committee • Strategic Planning • Nominating Committee (past president in Chair position) • Membership Committee • Awards Committee 		<ul style="list-style-type: none"> • Finance 	<ul style="list-style-type: none"> •
External Liaisons	<ul style="list-style-type: none"> • Primary Care 		<ul style="list-style-type: none"> • Student Liaison (Toronto and Waterloo) • Faculty (Toronto and Waterloo) • OCP • OHA • OPA • OPRA 		

* *Each Presidential Officer carries one portfolio (Internal, External, or Vision) through the three year cycle from President-elect to President to Past President. The Director of Finance carries the role of Finance Liaison throughout the term of office.*

EXECUTIVE PORTFOLIOS

Executive Portfolios include the following:

1. Vision Portfolio

- a. Education Committee
- b. Strategic Planning
- c. Nominating Committee (past president in Chair position)
- d. Membership Committee
- e. Awards Committee

2. External Portfolio

- a. Development and maintenance of external relationships with organizations with similar mandates (OPA, OHA, OCP, etc)
- b. Council Liaisons

3. Internal Portfolio

- a. Chapter Chairs
- b. Communications Committee
- c. Primary Care Chair

Presidential Officer, Vision Portfolio

The Presidential Officer, Vision Portfolio, will lead the strategic planning process and act as the lead point of contact of the committees and task forces to the Branch Executive during the three (3) year tenure. To this end, this presidential officer will:

1. Lead the Branch in creating strategic goals, based on the CSHP National Mission and Vision.
2. Participate in all task forces and the following committees:
 - Awards Committee
 - Education Committee
 - Membership / Student Committee
 - OHPMS Committee
3. Communicate with the chairs of all the Task Forces and Committees to ensure the goals of these groups are achieved.
4. The following skill sets would be desirable in this portfolio:
 - Leadership
 - Meeting preparation and Participation
 - Communication
 - Strategic Thinking and Priority Setting
 - Working with Change
 - Innovation and Creativity
 - Team Work

- Negotiation
- Consensus-building

4. The following time commitments are necessary to successfully complete this role:

- Must attend all usual Branch meetings
- Must be available to participate by email, teleconferences and meetings with the various committees and task forces.

Presidential Officer, External Portfolio

The Presidential Officer, External Portfolio, will act as the lead advocate on behalf of the Branch with agencies and organizations outside the Branch. To this end, this presidential officer will:

1. Establish contacts within the following organizations:

- Ministry of Health and Long-Term Care (MoHLTC), including representatives with the Drugs Program Branch
- Ontario Hospital Association (OHA)
- Ontario Pharmacists Association (OPA)
- Ontario College of Pharmacists (OCP)
- Ontario Medical Association (OMA) – optional

2. Meet regularly with Branch Liaisons of these organizations where they exist to:

- Discuss current opportunities for collaboration with these organizations.
- Strategize on advocacy approaches.
- Work with the Liaisons to achieve the Branch's goals and objectives.

3. The following skill sets would be desirable in this portfolio:

- Leadership
- Policy Development
- Communication
- Meetings Management
- Strategic Thinking
- Partnerships and Alliances
- Negotiation
- Ambassadorship
- Marketing / Networking

4. The following time commitments are necessary to successfully complete this role:

- Must attend all usual Branch meetings.
- Must be available to attend meetings with external organizations, predominantly in Toronto.

Presidential Officer, Internal Portfolio

The Presidential Officer, Internal Portfolio, will act as a coordinator of information between the Chapter Chairs, Primary Care and the Executive and will provide support for the ongoing development of branch

activities that support membership. To this end, this presidential officer will:

1. Coordinate regular scheduled opportunities for dialogue with the Chapter chairs.
 - Coordinate communication between the Chapter Chairs, Primary Care Chairs, Communication Committee and Executive.
 - Facilitate information sharing between all groups.
2. By working with members of Executive, the Chapter Chairs, Primary Care Chair, Committee Chairs and the Executive Admin help maintain and update the branch manual and other documentation.
3. The following skill sets would be desirable in this portfolio:
 - Leadership, consensus, and team building
 - Policy Development and issue management
 - Communication
 - Meetings Management
 - Strategic Thinking
 - Partnerships and Alliances
 - Motivation of others
 - Effective facilitator
4. The following time commitments are necessary to successfully complete this role:
 - Must attend all usual Branch meetings.
 - Must organize and support teleconferences for Chapter Chairs and Primary Care Chairs that also include student liaisons and representatives from the Communication Committee
 - Must be available to participate by email, teleconferences and meetings with the various committees and task forces.

SECTION 7: MEETINGS

Meetings

The President or designate is the Chair of all Branch Executive and Council meetings. All meetings are conducted according to Robert's Rules of Order. Minutes are to be recorded by the Executive Assistant, who ensures the originals are filed in a central location.

Council

Usually meets two times a year in April and November. Council meetings are to be attended by all Councillors and are open to any Branch member. Eleven members of the Council shall constitute a quorum at any meeting thereof.

Executive

Usually meets monthly by conference call or in person as required. Executive meetings are to be attended by all Executive members, and are open to any Branch member. Four members of the Executive shall constitute a quorum at any meeting thereof.

The Executive must report to each meeting of Council and ask for confirmation of its acts and proceedings since the last meeting of Council. In default of such confirmation, such acts and proceedings shall, from that time, cease to have further effect, except to the extent which they have already been carried out or acted upon.

The number of Council and Executive meetings may be adjusted at any time with Council approval. A schedule is usually created at the beginning of a new term by the incoming President.

Annual General Meeting (AGM)

The AGM is held annually in conjunction with the Ontario Branch Annual Conference in November. At a Special General Meeting or AGM, 30 active members, present in person, or represented by written proxy (majority must be present) constitute a quorum.

Special General Meetings

Special General Meetings shall be held when deemed necessary.

Committee Meetings

Committee meetings can be scheduled as needed by the Committee Co-chairs.

SECTION 8: Council Member Transition Checklist

Outgoing Council Members:

- Review and update terms of reference for position.
- Schedule transition meeting with incoming council member to identify current priorities and ongoing initiatives
- Admin to send Council Member Exit Survey

Incoming Council Members:

- Connect with outgoing council member to identify current priorities and ongoing initiatives
- Exec Admin to send welcome email including:
 - Provide current OB council list with contact
 - Provide past minutes relevant to new council position
 - Provide Terms of Reference for council position
 - Provide copy of OB Strategic Plan
 - Provide copy of OB Council Orientation power point
 - Provide copy of OB Procedure Manual
 - Important upcoming dates (conference, council meetings, etc.)
 - Identify options for support (Portfolio Exec, Admin, National staff, etc.)
 - **Copy** outgoing council member to encourage transition meeting
 - **Copy** appropriate Exec Portfolio representative for additional welcome and follow up
 - **Copy** OB President

II DUTIES & RESPONSIBILITIES

Terms of Reference

TERMS OF REFERENCE

Terms of Reference are in place for all Council positions, Committees and Task Forces. They outline the duties and responsibilities of the position or committee.

Terms of Reference changes are recommended by outgoing Council members at the last Council meeting prior to the Joint Council meeting. They will provide a copy of the new terms of reference to the Past President who will ensure all the Councillors receive a copy at the Joint Council meeting. Terms of Reference may be added to at any time by the President, with Council approval as a temporary measure until the annual revision occurs.

Detailed procedures on how to perform these Terms of Reference are to be kept by the Council member and passed on to their successor. The incumbent should also meet with the successor to ensure proper orientation to the position. Terms of Reference for individual positions and committees are located in Part II – Sections A to S.

**PRESIDENT
TERMS OF REFERENCE
Revised: August 2017**

TERM:

Position:	President
Term:	1 year
Portfolio:	3 years (Incoming President, President, Past President)
Status:	Voting
Committee:	Executive
Responsible to:	Council
Support:	CSHP National, Exec, OB Admin

COMPOSITION:

The elected officers of the Branch (President, Past-President, President-Elect, Treasurer and National Delegates) constitute the Executive. The Executive Committee is a subgroup of the Council who oversees the activities of CSHP Ontario Branch. The Executive may, subject to the control of Council, manage, operate and govern the Branch. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

The President serves a one year term but will be assigned one of three Executive Portfolios for a three year cycle through Incoming President, followed by President, and finally as Past President. This is an ELECTED position ratified at the Annual General Meeting in November each year. The President acts as a voting member of the OB Branch Executive.

DUTIES:

The President of a CSHP Branch assumes the responsibility for the successful achievement of the Branch goals. In achieving these goals, he/she is expected to identify and effectively utilize all the creative and administrative talent existing within the Branch. He/she must understand the nature of the group he/she is leading for the success and growth of the Branch depends on this leadership.

1. *Act as chief elected officer of the Branch.*
 - Exercise personal leadership in motivation of Council & membership.
 - In conjunction with the Executive and Council, establish & monitor goals and objectives outlined in the OB Strategic Plan.
 - Act as spokesperson and advocate for the Branch to members, media, the public, legislative bodies and other organizations.
 - Identify, connect, and engage with strategic partners.
 - Oversee successful succession planning for OB Council

2. *Preside at all Council & Executive meetings.*
 - Establish agenda and chair all OB Executive and Council meetings.
 - Review and revise all OB executive and Council minutes.
 - Provide portfolio update reports for each in-person Council Meeting.

3. *Arrange and Co-Chair Joint Officers' meetings with other health related associations and government.*
 - Co-Chair Joint Officers' meetings with other health-related associations and government.
 - Designate representation of the Branch at other meetings as required.
4. *Maintain communication with the membership.*
 - President's address in HPO.
 - Presidents' viewpoint articles for "Pharmacy Connections" (OCP publication)
 - Executive update to Council (quarterly) via e-mail
 - As directed by Communications Chair
5. *Advocacy and other communication.*
 - Via e-mail, with the membership as a whole or selected groups within the membership (e.g., Pharmacy Directors), as required.
 - Prepare correspondence representing the official position of the Branch on major issues; acting as the Branch's spokesperson.
 - Conduct any other correspondence as may be required.
 - Establish lines of communication with the National Office of CSHP, in conjunction with the Branch Delegate
6. *Co-Chair AGM.*
 - The Executive Committee members shall report on the business transacted since the last AGM at each AGM.
 - Act as Co-Chair with the President-Elect
 - With support from OB Admin, responsible for purchase of decorative gavel (embossed with name and term) for the incoming President.

FINANCIAL RESPONSIBILITY

1. Oversee Treasurer activities
2. Address any fiscal issues identified by or in conjunction with the Treasurer
3. Ensure transparent financial management

TRANSITION

The Executive Committee shall identify and recruit an Incoming President Elect from the OB membership each year. Subject to Article 6.11, at the end of the President Elect's term of office, this Officer becomes President. At the end of the President's term of office, this Officer becomes the Past President.

PRESIDENT ELECT
TERMS OF REFERENCE
Revised: August 2017
TERM:

Position:	President Elect
Term:	1 year
Portfolio:	3 years (Incoming President, President, Past President)
Status:	Voting
Committee:	Executive
Responsible to:	Council
Support:	CSHP National, Exec, OB Admin

COMPOSITION:

The elected officers of the Branch (President, Past-President, President-Elect, Treasurer and National Delegates) constitute the Executive. The Executive Committee is a subgroup of the Council who oversees the activities of CSHP Ontario Branch. The Executive may, subject to the control of Council, manage, operate and govern the Branch. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

The President Elect serves a one year term but will be assigned one of three Executive Portfolios for a three year cycle through Incoming President, followed by President, and finally as Past President. This is an ELECTED position ratified at the Annual General Meeting in November each year. The President Elect acts as a voting member of the OB Branch Executive.

DUTIES:

In the absence or disability of the President or in case of refusal by the President to act as the President, the President Elect shall assume all duties of the President. The first year is a mentoring year where there is an opportunity to sit on Council and learn more about the issues and initiatives that CSHP-OB Branch are involved with in preparation for the President position the second year.

1. *Serve as a member of the Council and Executive.*
 - Attend all meetings and provide up to date portfolio reports.
 - Provide portfolio update reports for each in-person Council Meeting.
 - Serve as members on Branch committees and/or task forces as requested
 - Act as a liaison between the Branch and the Chapter Chairs as assigned by the President and attend at least one of their meetings.
 - Attend Joint Officer Meetings when invited by the President with other health related associations and government.

2. *Advocacy and other communication.*
 - Assist in the preparation of Position Papers as assigned by the President.
 - Develop resolutions for presentation to the OHA and the Branch membership.
 - Call for resolutions in HPO (summer edition).
 - Develop resolutions for the Branch and present to September Council meeting for ratification.

3. *Annual General Meeting.*

- Prepare an Annual Report for the Annual General Meeting (as Incoming President).
- Act as Co-Chair with the President

FINANCIAL RESPONSIBILITY

1. Oversee Treasurer activities
2. Address any fiscal issues identified by or in conjunction with the Treasurer
3. Ensure transparent financial management

TRANSITION

The Executive Committee shall identify and recruit an Incoming President Elect from the OB membership each year. Subject to Article 6.11, at the end of the President Elect's term of office, this Officer becomes President. At the end of the President's term of office, this Officer becomes the Past President.

PAST PRESIDENT
TERMS OF REFERENCE
Revised: September 2017
TERM:

Position:	Past President
Term:	1 year
Portfolio:	3 years (Incoming President, President, Past President)
Status:	Voting
Committee:	Executive
Responsible to:	Council
Support:	CSHP National, Exec, OB Admin

COMPOSITION:

The elected officers of the Branch (President, Past-President, President-Elect, Treasurer and National Delegates) constitute the Executive. The Executive Committee is a subgroup of the Council who oversees the activities of CSHP Ontario Branch. The Executive may, subject to the control of Council, manage, operate and govern the Branch. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

The Past President serves a one year term after serving as the Incoming President and President. The Past President will have maintained one of three Executive Portfolios for the three year cycle through Incoming President, followed by President, and finally as Past President. This position is ratified as part of the OB Council at the Annual General Meeting in November each year. The Past President acts as a voting member of the OB Branch Executive.

DUTIES:

The Past President of a CSHP Branch assumes the responsibility of continuing to guide and support the Executive towards successful achievement of the Branch goals and ensuring the successful succession of Council.

The Past President carries out the following activities over the last year of a three year total presidential term:

- Assist the President and President-Elect in all Branch functions
- Orient the incoming President to the Terms of Reference and the Policies and Procedures of the Branch
- Update the Branch Manual on a yearly basis
- Continue and complete the projects initiated as President

1. *Serve as a member of the Council and Executive.*

- Attend all meetings and act as a resource person for Council and Executive through use of past experience and knowledge of the Branch.
- Act as Parliamentarian at all meetings.
- In the absence of the President and the President-Elect, perform the duties of the President.
- Provide portfolio update reports for each in-person Council Meeting.
- Prepare an Annual Report for the Joint Council Meeting.

- Attend Joint Officer Meetings when invited by the President with other health related associations and government.
2. *Serve as Chair of the Nominations Committee.*
- Ensure nominations are called for Executive positions, and elections held according to section 9 of Part I of this Manual.
 - Ensure the Branch nominates appropriate individuals for CSHP National Awards Program and other appropriate Pharmacy Association Awards (i.e. OPA, CPHA).
 - Ensure there are nominations of appropriate individuals for the Ontario Branch Awards Program.

FINANCIAL RESPONSIBILITY

1. Actively participate and be aware of Branch financial matters.
2. Ensure transparent financial management

TRANSITION

The Past President position is replaced by the outgoing President for the next term.

TREASURER
TERMS OF REFERENCE
Revised: September 2017

TERM:

Position:	Treasurer
Term:	3 year (option for renewal for second 3yr term)
Portfolio:	3 years (Financial)
Status:	Voting
Committee:	Executive
Responsible to:	Council
Support:	CSHP National, Exec, OB Admin

COMPOSITION:

The elected officers of the Branch (President, Past-President, President-Elect, Treasurer and National Delegates) constitute the Executive. The Executive Committee is a subgroup of the Council who oversees the activities of CSHP Ontario Branch. The Executive may, subject to the control of Council, manage, operate and govern the Branch. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

DUTIES:

The Treasurer serves a three year term maintaining all Ontario Branch fiscal matters with the support of the CSHP National accountant. It is the responsibility of the Treasurer to manage CSHP-OB Branch's finances. The Treasurer collaborates with the OB Branch Council to determine the yearly budget and provides a report of the Branch's finances at each Council meeting and at the Annual General Meeting.

The fiscal year of the Branch shall be May 1 to April 30, and the Treasurer shall submit to each Annual General Meeting an accounting of the funds received and expended during the financial year completed preceding such meeting. In addition to the reporting of the fiscal year at the Annual General Meeting, the treasurer shall also prepare a report detailing the year to date funds received and expended and develop an annual operating budget for approval at Spring Council Meeting.

1. *Serve as a member of the Council and Executive.*
 - Attend all meetings and provide up to date financial reports.
 - Provide portfolio update reports for each in-person Council Meeting.
 - Prepare an Annual Report for the Annual General Meeting.
 - Assist the incoming Treasurer, with respect to responsibilities, when the term of office is completed.
 - Serve as members on Branch committees and/or task forces as requested
 - Attend Joint Officer Meetings when invited by the President with other health related associations and government.

2. *Oversee Ontario Branch expenditures:*
 - Authorize all non-budgeted expenditures from appropriate branch funds.

- Ensure a mechanism is in place to reconcile all expenditures (i.e. receiving reports from Administrative and Accounting Services).
- Communicate with Administrative and Accounting Services, as necessary, to ensure financial operations occur

FINANCIAL RESPONSIBILITY

1. Develop CSHP-OB annual operating budget for Council approval at Spring Council Meeting.
2. Liaise with CSHP National accountant to monitor and maintain CSHP OB annual operating budget.
3. Address any financial questions from Council and/or membership.
4. Monitor financials of all committees, chapters, and working groups.
5. Ensure transparent financial management

TRANSITION

At the end of the three year term, the Treasurer has the option to renew for second three-year term or is asked to identify potential replacements for the position for Council review and recruit appropriate individual pending Council approval. Ongoing support may be required during transition of incoming Treasurer.

Ontario Branch Treasurer's Checklist

January

- Present 2nd Quarter Financial update.

February

- Prepare Draft Budget in collaboration with Accountant.

March

- Present Draft Budget during the teleconference.
- Prepare Mid-Term Council Report.

April

- Submit Treasurer's Report for Mid-Term Council – include most recent Financial Statements obtained from National Finance Coordinator.
- Attend the Executive, Issues Day and Council Meetings.

May

- Present 3rd Quarter Financial update.

June

- Determine Resident Poster Award travel costs for PPC Travel Grant.
- Ensure budget for OB AGM has been received from Education Committee; to be approved by Executive prior to printing of registration forms and program brochure.

July

- Present Year-End Budget.

August

- Review initial membership statistics.

October

- Prepare First Quarter Financial Update.
- Submit AGM Report

November

- Executive Meeting, Issues Day Meeting, Joint Council Meeting.
- AGM:
 - Present audited budget.
 - Motion: to adopt the audited statement.
 - Motion: to approve the appointment of the auditors for the next fiscal year.

December

- Review Membership statistics in light of November split membership numbers.

* Consider membership on CSHP National Finance Committee.

NATIONAL DELEGATE (Senior & Junior)

TERMS OF REFERENCE

Revised: September 2017

TERM:

Position:	National Delegate
Term:	3 year
Portfolio:	CSHP National
Status:	Voting
Committee:	Executive
Responsible to:	Council
Support:	CSHP National, Exec, OB Admin

COMPOSITION:

The elected officers of the Branch (President, Past-President, President-Elect, Treasurer and National Delegates) constitute the Executive. The Executive Committee is a subgroup of the Council who oversees the activities of CSHP Ontario Branch. The Executive may, subject to the control of Council, manage, operate and govern the Branch. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

The Delegates serve as elected members of the CSHP-OB Council and Executive for a 3-year term. The Junior Delegate becomes the Senior Delegate when the term of office of the Senior Delegate is completed and a new Junior Delegate is elected. This is an ELECTED position ratified at the Annual General Meeting in November each year. The National Delegates act as one voting member of the OB Branch Executive.

DUTIES:

The National Delegate attends two National Council meetings scheduled every year. Each meeting is scheduled for 2.5 – 3 days in duration and requires some preparation time prior to the meeting. As a member of the OB Branch Council, the National Delegate would also be expected to attend the monthly Branch Executive Meetings and full Council Meetings in the Spring and Fall. All new delegates are given an orientation on how the National Council works and operates and there are scheduled council development sessions planned at National Council meetings.

1. *Serve as a member of the Council and Executive.*
 - Attend all meetings and provide up to date activity reports.
 - Serve as members on Branch committees and/or task forces as requested
 - Attend Joint Officer Meetings when invited by the President with other health related associations and government.

2. *Serve as the liaison between CSHP OB and CSHP National.*
 - Inform the Branch of the activities of CSHP National on an ongoing basis.

- Attend the CSHP National Annual General Meeting and the CSHP National Mid-Term Council Meeting and report on Branch activities and present recommendations.
- Attend both the Branch Annual General Meeting and full Council Meetings and present feedback on National activities, strategic planning, and Branch recommendations.
- Attend and participate in all Branch Executive meetings (teleconference and face-to-face) as scheduled.

3. *Annual Reports*

- Provincial Branch:
 - a. Annual General Meeting (November) – to be delivered to Council and the membership during the AGM and authored by the Senior Delegate.
 - b. Mid-Term Council Meeting (Spring) – to be delivered to Council and authored by the Junior Delegate.
- National:
 - a. Mid-Term Council Meeting (Spring) – to be delivered to Council and authored by the Junior Delegate.
 - b. Annual General Meeting (Fall) – to be delivered to Council and the membership at the AGM and authored by the Senior Delegate.
- HPO Submission
 - a. Submit report on CSHP National Spring meetings
 - b. Submit report on CSHP National Fall AGM

4. *Other Responsibilities of the Delegates:*

- Ensure that all CSHP guidelines/statements under review are addressed by the Branch.
- Ensure that all relevant National issues are put on Branch agenda.
- Provide a brief presentation, “CSHP - A National Perspective” as part of the New Council Orientation at the Ontario Branch AGM (usually November).
- Membership recruitment and promotion of CSHP.
- Recommendations to National and Branch Nominations Committee re candidates for election, and recommendation of members for committees, task forces, etc.
- Notify CSHP office of election results and new Executive members in a timely fashion (usually pre-Ontario Branch AGM).
- Senior Delegate to liaise with and orient new Junior Delegate prior to and during the CSHP National AGM,

FINANCIAL RESPONSIBILITY

4. Communicate any relevant financial matters to either CSHP-OB or CSHP National as appropriate.

TRANSITION

The National Delegate is asked to identify potential replacements for the position for Council review and recruit appropriate individual pending OB Council approval.

CHAPTER CHAIRS
TERMS OF REFERENCE
Revised: August 2017

Included:

APPENDIX A: ORGANIZING A LIVE CE EVENT

APPENDIX B: CSHP Ontario Branch – Chapter Boundaries

TERM:

Position:	Chapter Co-Chair
Term:	2 years
Status:	Voting
Committee:	At discretion of each Chapter Chair
Responsible to:	Internal Portfolio
Support:	Internal Portfolio Exec, OB Admin

COMPOSITION:

Each of the 10 Chapters in the Branch has an elected or appointed Chair and Co-Chair. Chapter Co-Chairs have the option of developing a committee if that is their preference.

Ideally Co-Chairs will begin terms on alternate years to ease transitions for new Chair recruits.

DUTIES:

1. Review CSHP Ontario Branch Procedure Manual for general operating procedures.
2. Submit a report (using the standard template) at each Council meeting describing their activities, financial status and any recommendations to Council. One Chapter Chair is required at Council meetings and Co-Chairs are asked to attend on a rotational basis.
3. Utilize the Presidential Officer, Internal Portfolio liaison and Admin as a resource for CSHP-related matters and inform them of any issues they wish to be discussed at Executive, Council, or other.
4. Attend scheduled Chapter Chair teleconferences (again, co-chairs can attend on a rotational basis).
5. Stay connected with Chapter membership by sending regular emails, newsletters, event invitations, etc. Updated membership list divided by Chapters is circulated by Admin on monthly basis.
6. Provide 2 – 3 continuing educational programs per year (IN-PERSON or WEBINAR formats) and plan Residency Nights for Chapter membership. Local funding may be arranged through Pharmaceutical Representatives or program registration fees.
7. Support the CSHP-OB Membership Committee by:
 - Serving as a liaison between the Branch and the Chapter membership.
 - Email intro to new members (monthly list provided by Admin)

- Promote membership renewal (list of lapsed members provided by Admin (July-August))
 - Conduct two one-on-one interviews a month (based on template provided) with one member and one non-member. Track responses and bring concerns raised by the membership back to Council for consideration
8. Support Communication Committee by:
 - Sourcing / collecting articles to be included in upcoming editions of HPO.
 - Provide Chapter Updates for inclusion in HPO
 9. Provide OB Admin with updated content and event information for inclusion on website.
 10. Facilitate Pharmacy Awareness Week in the Chapter.
 11. Promote and support CSHP Ontario Branch to members and colleagues.
 12. Recruit replacement Chair and assist in transition of duties.

FINANCIAL RESPONSIBILITY

1. Chapter financials are tracked by CSHP National accountant.
2. Chapters do not have their own bank accounts but funds are held in reserve for individual chapter. (i.e. surplus from sponsorship vs. expenses for any event)
3. CSHP OB Admin has a CSHP credit card that can be used for expenses or Chapter Chairs can be reimbursed for expenses upon submission of the expense claim form and expense receipts.
4. Any funds received from chapter events should be forwarded to CSHP National accountant.
5. Any reimbursement requests should come directly from the Chapter Chair.

TRANSITION FOR NEW CHAIRS

1. Chapter Chair terms are for two years (November – November) but can be renewed for one additional term.
2. When transitioning out of the role, Chairs are asked to recruit a replacement Chair.
3. Provide incoming Chair with Terms of Reference to outline the position and responsibilities.
4. Support new co-chair during transition and inform on current OB initiatives.

APPENDIX A: ORGANIZING A LIVE CE EVENT

1. Select date, topic, and venue

Dates for CE events should be selected so that they do not interfere with other CSHP events or ideally with other local pharmacy events. Check the CSHP, OCP and OPA websites for a listing of events by the respective organizations.

Topics for CE events can be selected based on evaluation forms/feedback from previous events or based on consensus from the Chapter Executive. Topics should be broad enough so that the information presented will be relevant to the vast majority of the membership.

2. Confirm speaker and sponsor for event

Speakers for CE events may be selected by the chapter or by the sponsor for the event. If being selected by the chapter, this is usually done prior to obtaining funding from a sponsor so that speaker's name can be included when requesting funding for the event. Consider asking speakers for permission to post their presentation on the CSHP-OB website. Chapter Chairs should ask speakers to disclose any conflict of interest prior to their start of their presentation.

After a topic is decided upon, a list of potential sponsors should be generated: Sponsor contact information can be obtained by contacting the company and asking for the local representative, or may be solicited from colleagues who already have an established relationship with the local representative for the company in consideration. Sponsor logo should be included in all promotional material.

3. Issue invitation to membership with CSHP, CSHP-OB, and sponsor logo.

Always include CSHP weblinks (membership info, upcoming events, etc) in emails.

NOTE: CSHP chapter CE events can obtain approval from CCCEP for CE credits. If applying for approval, please contact OB Admin for required documentation. Process should be done as far in advance as possible to allow CCCEP to review the content and assign CEUs.

Send event invitation to OB Admin for posting on the website.

4. Track RSVPs

Events are usually free for CSHP members and non-members should be charged up to \$20.

5. Arrange catering

6. Host event

The chapter introduces the speaker; therefore a short biography/CV should be obtained from the speaker in advance of the event. CSHP OB information/updates should also be prepared.

7. Evaluate Event

Develop and circulate an evaluation form for additional feedback, topic/speaker suggestions, etc.

APPENDIX B: CSHP Ontario Branch – Chapter Boundaries



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**PRIMARY CARE CHAIR
TERMS OF REFERENCE
Revised: August 2017**

TERM:

Position:	Primary Care Chair
Term:	2 year
Portfolio:	Internal
Status:	Voting
Committee:	None
Responsible to:	Council
Support:	Internal, Exec, OB Admin

COMPOSITION:

The Primary Care Chair will be an active CSHP member in good-standing and currently practicing in some capacity within a primary care setting.

The role of the Primary Care Chair is to help keep CSHP-OB Council aware of current issues, challenges and successes incurred by pharmacists practicing in primary care settings. The Primary Care Chair will represent the voice of CSHP-OB members who practice in primary care settings.

Executive Portfolios include the following:

1. Internal Portfolio
 - a. Chapter Chairs
 - b. Communications Committee
 - c. Primary Care Chair

2. External Portfolio
 - a. Development and maintenance of external relationships with organizations with similar mandates (OPA, OHA, OCP, etc)
 - b. Council Liaisons

3. Vision Portfolio
 - a. Education Committee
 - b. Strategic Planning
 - c. Nominating Committee (past president in Chair position)
 - d. Membership Committee
 - e. Awards Committee

DUTIES:

1. Serve as a member of the Council.
 - Attend all meetings and provide up to date portfolio reports.
 - Provide portfolio update reports for each in-person Council Meeting.

- Serve as members on Branch committees and/or task forces as requested
2. Serve as a liaison between the Branch and the membership practicing in primary care settings.
 - Take concerns raised by the membership back to Council for consideration.
 - Provide support to Education Committee with education topics related to Primary Care pharmacy practice.
 - Provide support to Membership Committee with recruitment of primary care pharmacists.
 - Liaise with other Primary Care pharmacist organizations/committees (ie Family Health Team Pharmacists). This may include representing CSHP Ontario Branch on related committees.
 - Submit an article discussing Primary Care issues for HPO as requested by the Communications Chair.

FINANCIAL RESPONSIBILITY

None

TRANSITION

1. When transitioning out of the role, Chairs are asked to recruit a replacement Chair.
2. Provide incoming Chair with Terms of Reference to outline the position and responsibilities.
3. Support new co-chair during transition and inform on current OB initiatives.

AWARDS COMMITTEE CHAIR

TERMS OF REFERENCE

Revised: October 2017

TERM:

Position:	Awards Committee Chair
Term:	3 years
Status:	Non-Voting
Committee:	Maintained by Chair
Responsible to:	Vision Portfolio
Support:	Vision Portfolio Exec, OB Admin

COMPOSITION:

This position is appointed by Council or may be nominated by the Awards Committee for approval by Council. The Chair shall maintain an Awards Committee consisting of a minimum of 5 members. Committee members are appointed by the Committee Co-chairs. The Committee Co-chairs and members must be active CSHP members.

Committee members are actively practicing pharmacists in hospital practice or will have had experience in hospital practice. They may be currently employed in other practice settings such as industry, government, administration or education. New CSHP members are acceptable as long as there are other members with more experience to act as mentors. One student representative will be appointed to the committee from each school of pharmacy.

The Awards Committee shall:

- Promote the interest and submissions for the awards offered by the OB Branch to its members.
- Participate in the judging of the award submissions.
- Participate in judging of BC Branch Literary Awards.
- Identify new awards and sponsors to reflect the accomplishments of OB members.

DUTIES OF THE CHAIR:

1. Serve as a member of the Council.
 1. Attend all meetings and provide up to date portfolio reports. Co-Chairs are asked to attend on a rotational basis.
 2. Provide committee update reports for each in-person Council Meeting.
 3. Review CSHP Ontario Branch Procedure Manual for general operating procedures.
 4. Review annually the committee's goals and objectives and discuss/re-evaluate them with the Executive Liaison.
2. Oversee promotion of OB Awards Program via email campaigns and website content.
3. Coordinate judging of award submissions
4. Communicate with internal and external stakeholders regarding awards, including financial aspects

5. Assume responsibility for recruitment of ad-hoc judges (CSHP members) for awards that will be offered throughout the year. It is recommended that judges represent all Health Authorities if possible.
6. Oversee the planning and implementation of the Annual Awards Banquet.
7. Support Communication Committee by:
 - Providing winner names and photos for winter edition (January) of HPO.
 - Providing content to promote award submissions
8. Promote and support CSHP Ontario Branch to members and colleagues.

Meeting Frequency:

Three meetings per year at minimum:

1. One meeting at the beginning of the year to set goals and objectives and create a plan of action to achieve these objectives.
2. Another meeting is set after the submissions have been reviewed by the committee members. This meeting is arranged to discuss the submissions and select the award winners.
3. Another meeting is scheduled to plan the Awards Banquet and divide the tasks for the event. Most meetings are held by teleconference or conducted via e-mail but at least one meeting per year is a face to face meeting.

FINANCIAL RESPONSIBILITY

Ensure all awards are sponsored and approach OB Executive for options if any are not sponsored. Monitor and maintain Awards Banquet budget (based on Operating Budget) and make decisions accordingly.

TRANSITION FOR NEW CHAIRS

The outgoing Chair will recruit a replacement Chair and assist in transition of duties. At end-of term the Awards Chair ensures there is completion of duties and smooth carry over for the incoming Chair and will continue to act in an advisory capacity to the Award Chair in the year following term of office.

COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

Revised: August 2017

Included:

APPENDIX A: HPO Schedule and required content

TERM:

Position:	Communications Chair
Term:	3 year – option to renew for one additional term
Portfolio:	Internal
Status:	Non-Voting
Committee:	Minimum of two members
Responsible to:	Council
Support:	Internal, Exec, OB Admin

COMPOSITION:

The Communications Chair and committee members will be an active CSHP members in good-standing.

Committee members are actively practicing pharmacists in hospital practice or will have had experience in hospital practice. They may be currently employed in other practice settings such as industry, government, administration or education. The Committee Co-chairs and members must be active CSHP members.

DUTIES OF THE CHAIR:

It is the responsibility of the Communications Chair to oversee all ON Branch-related communications with the membership. The Communications Officer ensures that appropriate information is disseminated in a timely, convenient, concise, appropriate, uniform and coordinated fashion so that it's of maximal use to our members.

1. *Serve as a member of the Council.*

- Attend all meetings and provide up to date portfolio reports.
- Provide portfolio update reports for each in-person Council Meeting.
- Serve as members on Branch committees and/or task forces as requested
- Work with OB Executive to provide a summary of meeting highlights from the Mid-Term Council and Joint Council Meetings in the HPO and on website

2. *The Chair acts as the editor of HPO and the committee shall ensure publication and distribution to members on a routine basis.*

- The main objective shall be to provide news of interest to the membership of the Branch.
 - Maintain schedule of major articles for the year with proposed deadlines and expected distribution dates.
 - Articles usually consist of suitable material obtained from Council, the chapters or the committees.
 - Publish four newsletters per year (to meet government tax-exemption standard for non-profit organizations)
3. *Develop comprehensive Annual Communications Plan for Ontario Branch*
- HPO publications
 - General email schedule and content
 - Maintains social media presence and oversees posting to all OB social media pages
 - Monitor the OB website and ensure up to date content

FINANCIAL RESPONSIBILITY

None

TRANSITION

1. When transitioning out of the role, Chairs are asked to recruit a replacement Chair.
2. Provide incoming Chair with Terms of Reference to outline the position and responsibilities.
3. Support new co-chair during transition and inform on current OB initiatives.

APPENDIX A: HPO SCHEDULE AND REQUIRED CONTENT

MONTH	TO DO	HPO ISSUES
WINTER ISSUE		
November	<input type="checkbox"/> Reminder email to Council - week before AGM <input type="checkbox"/> One more reminder email re deadline – send week after AGM is over Submission Deadline: End of November	<u>Content:</u> <input type="checkbox"/> Front page: Incoming President's address from Ontario Branch AGM <input type="checkbox"/> Outgoing President's address <input type="checkbox"/> Awards evening: Photos of winners and info <input type="checkbox"/> Highlights - OB council meetings <input type="checkbox"/> OB Council members - photos <input type="checkbox"/> Reports from OB Liaisons <input type="checkbox"/> Recap of AGM <input type="checkbox"/> Chapter Corner <input type="checkbox"/> Sponsor list for AGM <input type="checkbox"/> OB Council list
December	<input type="checkbox"/> Send draft into desktop publisher by mid-month <input type="checkbox"/> Final review by end of month	
January	<input type="checkbox"/> Email issue to members	
SPRING ISSUE		
January	<input type="checkbox"/> Reminder Email to Council: Early January Submission Deadline: January 15	<u>Content:</u> <input type="checkbox"/> President's Address <input type="checkbox"/> Chapter Corner <input type="checkbox"/> Call for nominations
February	<input type="checkbox"/> Send draft into desktop publisher by mid-month <input type="checkbox"/> Final review by end of month	
March	<input type="checkbox"/> Email issue to members	
SUMMER ISSUE		
March	<input type="checkbox"/> Reminder Email: March 15 th Submission Deadline: March 30 * * Extend to after MCM if required	<u>Content:</u> <input type="checkbox"/> President's Address <input type="checkbox"/> Highlights from MCM <input type="checkbox"/> Promotion of CSHP Ontario branch AGM <input type="checkbox"/> Chapter Corner <input type="checkbox"/> OPRA Liaison Report/Update
April/May	<input type="checkbox"/> Send draft into desktop publisher by mid-month <input type="checkbox"/> Final review by end of month	
June	<input type="checkbox"/> Email issue to members	

FALL ISSUE

June	<input type="checkbox"/> Reminder Email: June 15 th Submission Deadline: June 30	<u>Content:</u> <input type="checkbox"/> President's address
July	<input type="checkbox"/> Send draft into desktop publisher by mid-month	<input type="checkbox"/> Nominations / Election Results if available
August	<input type="checkbox"/> Email issue to Members	<input type="checkbox"/> Ontario branch AGM – brochure details, registration form (final) if available <input type="checkbox"/> Chapter Corner

EDUCATION COMMITTEE CHAIR
TERMS OF REFERENCE
Revised: January 2018

TERM:

Position:	Education Committee Chair
Term:	2 years
Status:	Non-Voting
Committee:	Maintained by Chair
Responsible to:	Vision Portfolio
Support:	Vision Portfolio Exec, OB Admin

COMPOSITION:

This position is appointed by Council or may be nominated by the Education Committee for approval by Council. The Chair shall maintain an Education Committee consisting of a minimum of 5 members. Committee members are appointed by the Committee Co-chairs. The Committee Co-chairs and members must be active CSHP members.

Committee members are actively practicing pharmacists in hospital practice or will have had experience in hospital practice. They may be currently employed in other practice settings such as industry, government, administration or education. New CSHP members are acceptable as long as there are other members with more experience to act as mentors. One student representative will be appointed to the committee from each school of pharmacy.

The Education Committee shall:

- Plan Annual Conference
 - Develop a program which is educational, fosters networking, enhances pharmacy based research and is enjoyable
 - Maintain an ongoing sponsors tracking list and meet or exceed sponsorship targets
 - Maintain event budget
 - Maximize attendance through promotion
 - Organize logistics and catering

DUTIES OF THE CHAIR:

1. Serve as a member of the Council.
 - Attend all meetings and provide up to date portfolio reports. Co-Chairs are asked to attend on a rotational basis.
 - Provide committee update reports for each in-person Council Meeting.
 - Review CSHP Ontario Branch Procedure Manual for general operating procedures.
 - Review annually the committee's goals and objectives and discuss/re-evaluate them with the Executive Liaison.
 - Provide regular updates to the Vision Portfolio Executive member.
2. The Chair or their designate maintains liaison with the following organizations involved in pharmacist education:
 - Ontario College of Pharmacists (OCP)

- Ontario Pharmacists Association (OPA)
- Ontario Pharmacy Residents Association (OPRA)
- University of Toronto
- University of Waterloo

3. Chair Committee meetings to ensure productive planning process.
4. Oversee promotion of OB Annual Conference via email campaigns and website content.
5. Coordinate Conference program, sponsorship, catering, and volunteer requirements with Committee.
6. Communicate with members, and internal and external stakeholders to identify valued programming.
7. Support Communication Committee by providing timely content for inclusion in HPO.
8. Promote and support CSHP Ontario Branch to members and colleagues.

Meeting Frequency:

Meetings are held on a monthly basis.

FINANCIAL RESPONSIBILITY

Ensure sponsorship targets are met. Monitor and maintain the Annual Conference budget (based on Operating Budget) and make decisions accordingly.

TRANSITION FOR NEW CHAIRS

The outgoing Chair will recruit a replacement Chair and assist in transition of duties. At end-of term the Education Chair ensures there is completion of duties and smooth carry over for the incoming Chair and will continue to act in an advisory capacity to the new Chair in the year following term of office.

STUDENT LIAISON – UNIVERSITY OF TORONTO

TERMS OF REFERENCE

Revised: February 2018

TERM:

Position:	Student Liaison
Term:	2 years
Status:	Non-Voting
Committee:	At discretion of student representative
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

COMPOSITION:

The UofT Undergraduate Pharmacy Society (UPS) facilitates Liaison-elect elections in March for a 2-year term. Liaison-elect will be trained by current Liaison during the month of April, afterwards the Liaison-elect will move into the Liaison position.

The Student Liaison shall:

- Liaise with Council to maximize CSHP membership on campus by:
 - Promoting CSHP membership to students
 - Providing the pharmacy student body perspective at Council Meetings.
 - Ensure relevant information from the branch is distributed to pharmacy students at the school.
 - Act as a resource to Council on ways of promoting hospital pharmacy to pharmacy students.
 - Advertising CSHP events and providing information to students at CSHP events
 - Planning and implementing CSHP membership drives
 - Planning and implementing CSHP events and promotions
 - Work with National to host an Annual Symposium

DUTIES OF THE STUDENT LIAISONS:

1. Serve as a member of the Council.
 5. Attend all meetings and provide up to date portfolio reports. Co-Chairs are asked to attend on a rotational basis.
 6. Provide committee update reports for each in-person Council Meeting.
 7. Review CSHP Ontario Branch Procedure Manual for general operating procedures.
 8. Review annually the committee's goals and objectives and discuss/re-evaluate them with the Executive Liaison.
 9. Provide regular updates to the Internal Portfolio Executive member.

2. Identify actions to promote CSHP membership on campus.
3. Support Communication Committee by providing timely content for inclusion in HPO as requested or required.
4. Promote and support CSHP Ontario Branch to fellow students and colleagues.

FINANCIAL RESPONSIBILITY

Student Liaisons are issued an annual budget for annual membership activities. Additional funds can be made available on request for special projects that would enhance the visibility and membership of CSHP Ontario Branch.

TRANSITION FOR NEW STUDENT LIAISONS

The outgoing Student Liaison is responsible for informing the Ontario Branch President of the incoming member's name and email address. This change occurs annually in March.

YEARLY EVENTS CALENDAR

1. CSHP Presents: Frosh Trivia Lunch: Late August/Early September
2. CSHP Upper Year Student Symposium: November
3. CSHP First Year Mixer: Friday before AGM
4. CSHP Council Application: Deadline end of November, results come out late December
5. CSHP Resident Speed-Meeting Session: March

STUDENT LIAISON – UNIVERSITY OF WATERLOO
TERMS OF REFERENCE
Revised: February 2018

TERM:

Position:	Student Liaison University of Waterloo
Term:	UW Society of Pharmacy Students (SOPhS) facilitates Liaison-elect elections in October, and the position is 2 years total (1 year as liaison-elect, then the next year as Senior-liaison)
Status:	Non-Voting
Committee:	At discretion of student representative
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

COMPOSITION:

The Student Liaison positions are selected by the undergraduate pharmacy students (via their associations) at both schools of Pharmacy in Ontario to sit on Branch Council as a liaison between the pharmacy students and the branch.

The Student Liaison shall:

- Liaise with Council to maximize CSHP membership on campus by:
 - Promoting CSHP membership to students
 - Providing the pharmacy student body perspective at Council Meetings.
 - Ensure relevant information from the branch is distributed to pharmacy students at the school.
 - Act as a resource to Council on ways of promoting hospital pharmacy to pharmacy students.
 - Advertising CSHP events and providing information to students at CSHP events
 - Planning and implementing CSHP membership drives
 - Planning and implementing CSHP events and promotions
 - Work with National to host an Annual Symposium

DUTIES OF THE STUDENT LIAISONS:

1. Serve as a member of the Council.
 - Attend all meetings and provide up to date portfolio reports. Co-Chairs are asked to attend on a rotational basis.
 - Provide committee update reports for each in-person Council Meeting.
 - Review CSHP Ontario Branch Procedure Manual for general operating procedures.
 - Review annually the committee's goals and objectives and discuss/re-evaluate them with the Executive Liaison.
 - Provide regular updates to the Internal Portfolio Executive member.

2. Identify actions to promote CSHP membership on campus.
3. Support Communication Committee by providing timely content for inclusion in HPO as requested or required.
4. Promote and support CSHP Ontario Branch to fellow students and colleagues.

FINANCIAL RESPONSIBILITY

Student Liaisons are issued an annual budget for annual membership activities. Additional funds can be made available on request for special projects that would enhance the visibility and membership of CSHP Ontario Branch.

TRANSITION FOR NEW STUDENT LIAISONS

The outgoing Student Liaison is responsible for informing the Ontario Branch President of the incoming member's name and email address. This change occurs annually in October.

ONTARIO PHARMACISTS ASSOCIATION (OPA) LIAISON

TERMS OF REFERENCE

Revised: February 2018

TERM:

Position:	Ontario Pharmacists Association (OPA) Liaison
Term:	1 year
Status:	Non-Voting
Committee:	None
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

COMPOSITION:

The OPA Liaison position is an active member of the Canadian Society of Hospital Pharmacists who also sits as the Hospital Representative on the OPA Board of Directors. This person is appointed annually by the OPA Board to act at the OPA-CSHP OB Liaison between the organizations. The liaison must be a member in good standing with both organizations.

Ontario Branch Executive Portfolios include the following:

1. Internal Portfolio
 - a. Chapter Chairs
 - b. Communications Committee
 - c. Primary Care Chair
2. External Portfolio
 - a. Development and maintenance of external relationships with organizations with similar mandates (OPA, OHA, CAPSI, OCP, etc)
3. Vision Portfolio
 - a. Education Committee
 - b. Strategic Planning
 - c. Nominating Committee (past president in Chair position)
 - d. Membership Committee
 - e. Awards Committee

DUTIES OF THE OPA LIAISON:

1. Serve as a member of the Council.
 - Attend all meetings and provide up to date portfolio reports.
 - Provide committee update reports for each in-person Council Meeting.

- Review CSHP Ontario Branch Procedure Manual for general operating procedures.
- 2. Attend OPA Board meetings and report on Branch matters of interest and ensure the hospital pharmacist perspective is considered
- 3. Create an environment and communication link that will strengthen and facilitate the working together of the two associations for the advancement of the profession.
- 4. Jointly promote and support OPA and CSHP Ontario Branch to fellow residents and colleagues.

FINANCIAL RESPONSIBILITY

None.

TRANSITION FOR NEW OPA LIAISONS

The outgoing OPA Liaison is responsible for providing the incoming Liaison with Terms of Reference, inform on current OB initiatives, and provide support during transition.

ONTARIO PHARMACY RESIDENTS ASSOCIATION (OPRA) LIAISON

TERMS OF REFERENCE

Revised: February 2018

TERM:

Position:	Ontario Pharmacy Residents Association (OPRA) Liaison
Term:	1 year (July)
Status:	Non-Voting
Committee:	None
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

COMPOSITION:

The OPRA Liaison position is an active member of the Canadian Society of Pharmacists who is selected by OPRA Council to sit on Branch Council as a liaison between the organizations. This change occurs annually on July 1st.

To provide Ontario Branch-CSHP with a mechanism to help ensure Branch Council or Branch members are engaged or informed, as would be relevant, with respect to the Hospital Pharmacy Residents.

Ontario Branch Executive Portfolios include the following:

4. Internal Portfolio
 - a. Chapter Chairs
 - b. Communications Committee
 - c. Primary Care Chair

5. External Portfolio
 - a. Development and maintenance of external relationships with organizations with similar mandates (OPA, OHA, CAPSI, OCP, OPRA etc)

6. Vision Portfolio
 - a. Education Committee
 - b. Strategic Planning
 - c. Nominating Committee (past president in Chair position)
 - d. Membership Committee
 - e. Awards Committee

DUTIES OF THE OPRA LIAISONS:

1. Serve as a member of the Council.

- Attend all meetings as requested (minimum two in-person full Council Meetings usually in April and November).
 - Provide committee update reports for each in-person Council Meeting.
 - Attend CSHP Ontario Branch's AGM (held in the fall)
 - Review CSHP Ontario Branch Procedure Manual for general operating procedures.
2. Ensure the Branch understands the perspective of the Hospital and Ambulatory Pharmacy Residents when discussing issues.
 3. Ensure relevant information from the Branch is distributed to the Hospital and Ambulatory Pharmacy Residents of Ontario.
 4. Prepare a Report from the OPRA Liaison for the HPO Spring or Summer Issue.
 5. Attend Education Committee meetings as necessary, to report Branch educational events to OPRA and vice-versa.
 6. Prepare an Annual Report prior to the July 1st changeover.
 7. Promote and support CSHP Ontario Branch to fellow residents and colleagues.

FINANCIAL RESPONSIBILITY

None.

TRANSITION FOR NEW OPRA LIAISONS

The outgoing OPRA Liaison is responsible for providing the incoming Liaison with Terms of Reference, inform on current OB initiatives, and provide support during transition. The outgoing Council member is responsible for informing the Ontario Branch Council of the incoming member's name and how they may be contacted.

FACULTY LIAISON –LESLIE DAN FACULTY OF PHARMACY, UNIVERSITY OF TORONTO
TERMS OF REFERENCE
Revised: February 2018

TERM:

Position:	Faculty Liaison, Leslie Dan Faculty of Pharmacy, University of Toronto
Term:	1 year - option to renew for additional terms
Status:	Non-Voting
Committee:	None
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

COMPOSITION:

The Faculty Liaison position is an active member of the Canadian Society of Hospital Pharmacists who is nominated to represent Ontario Branch-CSHP on the Faculty Council at the Leslie Dan Faculty of Pharmacy (as per the terms of reference for the LDFP faculty council).

The Faculty Liaison will act as an Ontario Branch-CSHP (CSHP-OB) representative at the Leslie Dan Faculty of Pharmacy, University of Toronto (LDFP) in order to enhance communication between CSHP-OB and the LDFP.

DUTIES OF THE FACULTY LIAISONS:

1. Serve as a member of the Council.
 - Attend all meetings and provide up to date portfolio reports.
 - Provide committee update reports for each in-person Council Meeting.
 - Review CSHP Ontario Branch Procedure Manual for general operating procedures.
2. Ensures the LDFP is abreast of current Chapter, Branch and National contacts of CSHP.
3. Ensures the LDFP is informed of relevant information from CSHP Chapters, the Branch or National.
4. Ensures CSHP Chapters, the Branch or National Councils or members are informed of relevant information from the LDFP.
5. Ensures CSHP members or Branch Council is engaged when the LDFP is involving or inviting pharmacy stakeholders in its initiatives.
6. Promote and support CSHP Ontario Branch.

FINANCIAL RESPONSIBILITY

None.

TRANSITION FOR NEW FACULTY LIAISONS

The Faculty Liaison - Leslie Dan Faculty of Pharmacy, University Of Toronto is responsible for providing the incoming Liaison with Terms of Reference, inform on current OB initiatives, and provide support during transition. The outgoing Council member is responsible for informing the Ontario Branch Administrator of the incoming member's name and how they may be contacted.

FACULTY LIAISON – UNIVERSITY OF WATERLOO

TERMS OF REFERENCE

Revised: February 2018

TERM:

Position:	Faculty Liaison University of Waterloo
Term:	1 year - option to renew for additional terms
Status:	Non-Voting
Committee:	None
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

COMPOSITION:

The Faculty Liaison - University of Waterloo position is an active member of the Canadian Society of Pharmacists who is appointed by the Hallman Director of the School of Pharmacy, University of Waterloo.

The Faculty Liaison - University of Waterloo will provide Ontario Branch-CSHP with a mechanism to help ensure Branch Council or Branch members are engaged or informed, as would be relevant, with respect to the programs, structure or opportunities with the School of Pharmacy, University of Waterloo.

DUTIES OF THE FACULTY LIAISONS:

1. Serve as a member of the Council.
 - Attend all meetings and provide up to date portfolio reports.
 - Provide committee update reports for each in-person Council Meeting.
 - Review CSHP Ontario Branch Procedure Manual for general operating procedures.
2. Ensures the School of Pharmacy, University of Waterloo is abreast of current Chapter, Branch and National contacts of CSHP.
3. Ensures the School of Pharmacy, University of Waterloo is informed of relevant information from CSHP Chapters, the Branch or National.
4. Ensures CSHP Chapters, the Branch or National Councils or members are informed of relevant information from the School of Pharmacy, University of Waterloo.
5. Ensures CSHP members or Branch Council is engaged when the School of Pharmacy, University of Waterloo is involving or inviting pharmacy stakeholders in its initiatives.
6. Promote and support CSHP Ontario Branch to fellow students and colleagues.

FINANCIAL RESPONSIBILITY

None.

TRANSITION FOR NEW FACULTY LIAISONS

The Hallman Director of the School of Pharmacy, University of Waterloo will appoint a new CSHP member to the Director's Advisory Council. The outgoing Faculty Liaison is responsible for providing the incoming Liaison with Terms of Reference, inform on current OB initiatives, and provide support during transition.

III GUIDELINES

General Guidelines

- Conduct activities according to the established policies and procedures, including CSHP's Conflict of Interest Policy, Branding Policy, and Privacy Policy.
- Review CSHP member volunteer list for members interested in joining the committee or task force. This is posted on the National CSHP website (cshp.ca) – Members' area, Volunteers (left sidebar)
- Invite *at least one new CSHP member or a member who has no past CSHP committee or task force involvement* to be a member of the committee or task force.
- Whenever possible, maintain a distribution of members from across several chapters.
- Prepare a report to Council for the Mid-term Council meeting and the Annual General Meeting (template available)
- Submit requests for changes to the terms of reference to the Executive Liaison for consideration.
- Circulate minutes of all meetings to committee or task force membership, the Executive Liaison, and the CSHP-OB administrative assistant.
- Consider small hospital and student issues during committee and task force deliberations.
- Investigate how other professional groups and organizations handle issues similar to those on which the committee is working (to learn from the experiences of others).
- Report to the Executive Liaison on the use of the CSHP Ontario Branch Manual, with suggestions for improvements.

SECTION 9: TASK FORCES

Task Forces

The President, with Council approval, appoints task forces as required. Such task forces are appointed for a special purpose with specific terms of reference and must be reviewed by Council at least annually and upon their final report. The President appoints the Chair and establishes an appropriate reporting mechanism to Council.

SECTION 10: GENERAL ADMINISTRATIVE PROCEDURES FOR COUNCIL MEMBERS

Council members are expected to inform the President or their assigned Liaison Officer if they are unable to attend a meeting. A written report should be received by the Liaison Officer two weeks prior to the meeting if not attending.

SECTION 11 : BRANCH FEES

Branch Fees

Branch Fees shall comply with CSHP (National) Bylaws Sections 3 and 4. Any change in Branch fee must be approved by Council. The Branch fee does not require CSHP approval.

SECTION 12: BRANCH ELECTIONS

Branch Elections

- The Past President places an annual Call for Nominations for the President-Elect

- The Past President issues a Call for Nominations for the Delegate position as required by current terms (Terms rotate between two and three years)
- The Past President issues a Call for Nominations for the Treasurer position every three years
- The Call for Nominations notice will be distributed via email and be included in the appropriate HPO issue.
- The deadline for receipt of nominations shall be no later than June 30 to allow time for an election to be held (if required) so that CSHP can be informed of our Delegates by August 1.

Nominations are received and signed by the Past President unless the Past President is being nominated in which case The President will perform this function.

- Nominations may be received from any two active members using the form in Section N and must contain the nominee's signature indicating willingness to be a candidate.
- Summarized curriculum vitae (less than 1 page) should be attached to the form.
- If an election is required, an electronic survey will be distributed by the Executive Admin to all OB Members and will include the candidate's summarized curriculum vitae, a validation form and instructions on election procedures (according to standard "secret election" procedures). In the event of a tie, the Past President will cast the deciding vote.
- All candidates must be informed of the results by August 1st.
- The Past President will inform the President of the Branch and the Executive Director of CSHP (of the Delegate only) by August 1st.
- A detailed election report is presented at the next Branch Council meeting.
- If an elected officer is unable to fulfil a complete term of office, the President can call a special election, appoint a replacement or if possible leave the position vacant until the next election.
- The newly elected officers of the Branch shall be installed at the Annual General Meeting.
- Natural succession occurs for the following positions as described:
 - President-Elect to President to Past President
 - Junior Delegate to Senior Delegate
- Chapter elections should be held at their first fall meeting by nominations from the floor and subsequent electronic survey provided the Chapter membership was informed of the election process in the advertisement of the meeting.

Required Information

NOTE:

If completing the form electronically, do not complete the highlighted areas of the form. The spreadsheet will calculate these fields for you.

If completing the form manually, fill in all fields with the information required.

Branch Name: Enter the name of the branch for which the Branch Expense Claim Form is being completed

Name: Enter the name of the individual to whom the reimbursement cheque will be issued.

Address & Telephone #: Enter the complete mailing address and telephone number of the recipient.
The cheque will be mailed to this address.

For each item claimed on the Branch Expense Claim Form:

Receipts

Itemized receipts for each purchase listed on the form must be attached when the form is submitted

for processing. Receipts must include the following information:

- Date of transaction
- Vendor name
- Vendor GST/HST registration number
- Description of item
- Amount before tax, GST/HST, total amount paid

Note: Where a credit card is used to pay for the item, the credit card receipt is not sufficient.
The detailed receipt with the information noted above is required.

Purchase Date: Enter the date of purchase noted on the receipt in MM/DD/YY format.

Description: Enter a complete description for the purchase

Amount before GST/HST: Enter the amount of the purchase before GST/HST

GST/HST: Enter the amount of GST/HST included in the purchase price.

Total

Do not enter an amount in this field. The total will be calculated automatically as the total amount

of the purchase including GST/HST.

Office Use Only: Account

#: Branch Treasurer to enter the financial account to which the amount should be coded.

Refer to: Branch Procedure Manual, Appendix B: Branch Revenue and Expense Accounts Listing

Signature & Date: Date and signature of individual submitting the claim.

Signature & Date of

Approver: Date and signature of approver

COMPLIMENTARY STATUS SHEET

Council Member/Guest	ANNUAL GENERAL MEETING					MID-TERM COUNCIL MEETINGS		OHPMS	
	Travel	Hotel		AGM Registration	Awards Dinner	Travel	Hotel	Travel	Hotel
		Council Meetings	Conference						
Executive (inc "incoming" Exec)	Yes	Wednesday - Saturday		Yes	No	Yes	Thurs - Sat		
Council (voting & non-voting)	Yes	Thursday	No	Yes	No	Yes	Friday		
Education Committee Chair *	Yes	Thursday - Saturday		Yes	Yes	Yes	Friday		
Awards Committee Chair *	Yes	Thursday - Saturday		Yes	Yes	Yes	Friday		
Communication Chair *	Yes	Thursday	No	Yes	No	Yes	Friday		
Membership Chair *	Yes	Thursday	No	Yes	No	Yes	Friday		
OHPMS Chair	Yes	Thursday	No	Yes	No	Yes	Friday	Yes	Sunday
Education Committee Members	No	No	No	Yes	No	Yes	No		
Membership Committee Members	No	No	No	Yes	No	Yes	No		
Awards Committee Members	No	No	No	Yes	Yes	Yes	No		
OHPMS Committee Members	No	No	No	No	No	No	No	Yes	Yes
Speakers	No	n/a	No	Yes	No			Yes	Yes
Award Winners	No	n/a	No	Yes	1 comp registration				
General Sponsors	No	n/a	No	As per sponsor proposal	As per sponsor proposal			Yes	Yes
Awards Sponsors	No	n/a	No	As per sponsor proposal	As per sponsor proposal				
VIPs: OPA President, OCP Registrar, OCP Chair, OHA Chair, Dean of Faculty of Pharmacy (U of T), Director of Pharmacy (U of W)	No	n/a	No	1 full comp. for AGM and Awards Dinner					
OPRA Poster Award Residents (Fresenius Kabi Travel Grant)	Yes **	If required	If required	1 full comp. registration to attend the AGM and Awards Dinner					
Student Volunteers		No	No	AGM / Education Session complimentary					
CSHP National Representative	No	No	No	1 full comp. for AGM and Awards Dinner					

* Committees Co-Chairs are asked to attend on a rotational basis.

** Fresenius Kabi Travel Grant is available for Annual Conference travel and expenses.

Based on the following Meeting Schedules:

April MCM: Thurs: Exec mtg; Fri: Issues Day; Sat: Council Mtg

November AGM: Wed: Exec mtg; Thurs: Issues Day; Fri: Council Mtg; Sat: Conference

HONOURARY GUESTS – AWARDS PROGRAM EVENING

Awards – Subsidized Tickets:

- Award Winners: Complimentary registration for all team members included in award submission
- Award Sponsor: 1 complimentary registration to attend the Dinner
- OPRA Poster Award Presenters/Residents: 1 full complimentary registration for Education Sessions and Awards Banquet
- Educational Session Speakers: 1 complimentary registration to attend the Educational Sessions
- Education Committee Co-Chairs: Receive complimentary registration to Education Sessions and Awards Banquet.
- Education Committee Members: 1 complimentary registration to attend the Education Sessions only.
- Awards Committee Co-Chairs: Receive 1 complimentary full registration to attend the Education Session and Awards Banquet
- Awards Committee Members: 1 complimentary registration to attend the Awards Banquet
- VIP's: 1 complimentary full registration to attend Education Sessions and Awards Banquet
 - OCP Chair of the Board
 - OCP Registrar
 - Dean of the Faculty of Pharmacy (Toronto)
 - Director Faculty of Pharmacy (Waterloo)
 - President OPA
 - CSHP National Representative

FRESENIUS KABI TRAVEL GRANT

Objective

The Continuing Education Travel Grant program has been established to provide supplementary funding that will enable CSHP members in each branch who receive the grant to attend conferences and educational events of relevance to their pharmacy practice.

Criteria

To be eligible, each candidate must:

1. Be a current Member (including Member-In-Training, Joint, Retired, Honorary Life) or Student supporter of CSHP, or a member of the Association des pharmaciens des établissements de santé du Québec (A.P.E.S.).
2. Attend an education event relevant to his or her pharmacy practice and for which the costs incurred to attend are not fully paid by his or her employer or by other means.

Award

The Continuing Education Travel Grant program consists of a grant of \$24,000 which is divided among each of the CSHP's branches according to an established schedule.

Branch	Total Grant
British Columbia	\$2,000
Alberta	\$2,000
Saskatchewan	\$2,000
Manitoba	\$2,000
Ontario	\$6,000
Quebec	\$2,000
New Brunswick	\$2,000
Nova Scotia	\$2,000
Newfoundland & Labrador	\$2,000
Prince Edward Island	\$2,000

Procedure

1. All CSHP branches will advertise and administer the Continuing Education Travel Grant program annually within their respective branches.
2. Each branch will determine the specific criteria for awarding the grant funds to members and the value of each grant awarded.
3. Grant funds are to be paid to the winners upon submission of receipts for registration and/or other costs incurred by the member to attend a pharmacy-related education event.
4. By November 1 of each year all branches will forward to the CSHP National office the following information for the current year's Continuing Education Travel Grant program:
 - Name(s) of the winner(s)
 - Dollar amount of the grant awarded to each winner
 - The conference or educational event attended or planned to attend

The CSHP National office will compile this information into a report to be forwarded to Fresenius Kabi Canada by the end of November each year.

5. Fresenius Kabi Canada's support of this national grant program will be recognized by the branches and by CSHP National. All branches will acknowledge the Continuing Education Travel Grant and its recipients in their

respective newsletters. CSHP National will recognize the grant recipients in an April edition of the e-bulletin and will include the total value of this award in determining the sponsorship level of Fresenius Kabi Canada for recognition as a National CSHP sponsor.

6. Fresenius Kabi Canada will confirm their commitment to the Continuing Education Travel Grant program by April 1 of each year.
7. Upon receipt of the funds from Fresenius Kabi Canada, the CSHP National office will distribute the grant money to the branch accounts. Once the winner is determined please forward the information to Pamela Saunders (psaunders@cshp.ca). When claims have been received, please send all receipts and reimbursement requests to CSHP accounting so they can issue a cheque to the recipients of the grant from the branch's account.

IMPORTANT NOTE: Grant money should be claimed by December 31st.

GUIDELINES FOR MAKING RECOMMENDATIONS AND ITEMS FOR CONSIDERATION

Procedures for Recommendations:

Recommendations represent strategic statements that are based on the Mission, Vision and Values of the CSHP – Ontario Branch.

Strategic Issues and Goals

Strategic Issues and the related goals are fundamental components of the Strategic Plan that must be addressed in order to achieve CSHP's Mission and Vision. All recommendations must include the following in the background:

1. Strategic goal(s) to which the recommendation applies and how the recommendation moves the Society toward achieving its goals (see attached list of strategic goals)
2. Benefit and cost to the Society if the recommendation is passed
3. Action required
4. Who is responsible for the action
5. Timeline for the action

Recommendations should be created using the guidelines as stated below:

Only one Issue per Recommendation

Recommendations should be presented with only one issue for discussion. A recommendation that is read at a meeting, and contains more than one issue, should be divided into single issue recommendations at the onset of discussion and not following lengthy and confused discussion.

Acceptable: Council approves the Guidelines on How to Supervise a Pharmacy Technician.

This motion is acceptable as it asks Council to approve one document.

Unacceptable: Council approve the Guidelines on How to Supervise a Pharmacy Technician and these guidelines be distributed to the membership.

This motion is unacceptable as it asks for approval of a document and asks for the distribution of a document. The motion should be divided into two motions. The first would ask for the approval of the document, and the second would refer to distribution.

Recommendations should be Directive

The action to be taken should be easily identifiable from the wording of the recommendation. There should be no second guessing as to the intent of the original motion or who is responsible for taking action on the approved recommendation.

Acceptable: Council approves the Guidelines on How to Supervise a Pharmacy Technician.

This motion is acceptable as it specifies the intent-- for Council to approve the document.

Unacceptable: CSHP support the concept of trilingual services.

This motion is unacceptable as it does not indicate what type of support (financial/human/ organizational?) that is to be offered by the Society. The motion also fails to identify which services are to be affected.

Recommendations Should Not Contain Background Information

The inclusion of background information in a recommendation results in confusion. Background information, however, is important, particularly when the person making the recommendation is unable to attend the meeting to present the information. All relevant background information should be contained in a separate section of the report.

Acceptable: Council approves the Guidelines on How to Supervise a Pharmacy Technician.

Background/rationale: The guidelines were prepared by the Task Force on How to Supervise Pharmacy Technicians. The Guidelines were then presented to the Standards and Publications Advisory Committee according to Society policy.

Unacceptable: The Guidelines on How to Supervise a Pharmacy Technician, which have been circulated to the Standards and Publications Advisory Committees, be approved by Council.

Outcome of the Recommendations

All recommendations will be addressed at Issues Day for discussion and debate.

All recommendations will be tabled for the Council meeting and will require a vote.

Example of a Recommendation:

Recommendation #1:

OB CSHP recommends that the National CSHP Executive visit for 2003 be the Golden Horseshoe Chapter.

Background

Based on the membership numbers in Ontario, CSHP national makes annual visits to the Branch. The 2003 visit was postponed due to SARS. It was suggested by CSHP National executive that the branch visit coincide with the PPC in 2004. OB Council is suggesting Golden Horseshoe Chapter for two reasons:

- 1) Proximity to the CSHP President's residence (London), and
- 2) There is a need to grow the membership in this Chapter. A visit during the PPC was respectfully declined because several hospital pharmacists in the Chapter were attending the PPC. A date convenient for both parties can be negotiated between the President and the Chapter Chair, Vicki Sills. At the OB AGM in Sept 2003, council recommended that during the hospital visits the CSHP Executive member(s) plan to meet with a member of the hospital's senior administration to stress the important role CSHP plays in hospital pharmacy services.

Strategic Goal: organizational effectiveness, advocacy and membership services

Benefit/Cost: encourage membership/travel expenses

Action required: date to be confirmed

Who is responsible: N. Johnson and V. Sills, Chapter Chair, Golden Horseshoe

Timeline: 3 months

Procedures for Items for Consideration

During the process of creating a report, there may be items that merit further discussion or require a decision that is not strategic in nature. In these circumstances, CSHP – OB members should identify such issues in the "Items for Consideration" (IFC) section. An IFC does not require special formatting or content. It is important that enough supporting information is provided so the IFC can be explored further.

Examples of this include:

1. CSHP – OB consider the impact of LHINs and regionalization on hospital pharmacy practice.

Explanation: The IFC has identified an area for further discussion of the group. Action plans or recommendations may result from the discussion.

2. CSHP – OB allocate \$500 to provide lunch for a pharmacy student event.

Explanation: The IFC is an operational item and not one requiring a vote. This may result a change in the future budgeting process which will be voted upon as a recommendation to approve the budget.

Outcomes for Items for Consideration

All IFC will be incorporated into the agenda of Issues Day.

Upon discussion from the group, the IFC may:

- result in no further action required
- result in an actionable item to be followed up by a Council member
- result in a recommendation to be presented at the Council meeting

Note:

All Recommendations and Items for Consideration submitted in reports will be reviewed by the Council Executive prior to Issues Day. They will be organized into the agenda such that similar topics are discussed together and all recommendations and IFC are addressed during Issues Day. It is critical that all reports be submitted by the deadline to facilitate the creation of the Issues Day Agenda.

**ONTARIO BRANCH, CANADIAN SOCIETY OF HOSPITAL PHARMACISTS
REPORT TO COUNCIL**

Meeting:

Submitted By:

(Executive/Chairperson/Liaison)

For:

(Name of Executive/Chapter/Committee/Task Force/Liaison Position)

MEMBERS: (identify all new members on the committee with an asterisk (*))

PROGRESS WITH GOALS AND OBJECTIVES: (committees can use chart form)

Goals and Objectives	Status	Target Date	Comments
Insert specific goals and objectives here.			
Insert specific goals and objectives here.			
Insert specific goals and objectives here.			
Insert specific goals and objectives here.			
Insert specific goals and objectives here.			

STATUS CODES:

P= Planning **O** = Ongoing **I** = In-progress
C = Completed **U** = Unable to complete **N** = Not applicable

UPDATES TO BE MADE IN THE BRANCH MANUAL (for your committee, chapter, position, etc.):

Please review the section of the Branch Manual relevant to your position and note any changes below.

1. _____
2. _____
3. _____

ITEMS FOR CONSIDERATION:

(Items to be taken under advisement that may require Executive or office action but DO NOT require Council action or debate.)

RECOMMENDATIONS:

Respectfully submitted,

Name & Position

(Signature)

Appendix A

COMMITTEES

Types of Committee:

1. **Consultative:** These committees are seen as experts in a particular field and serve as a resource to Council or the membership.
2. **Functional:** These committees exist to complete a certain function or task. This is usually associated with a particular policy or procedure and the committee usually reports on its work to Council. An example of this is the Nominating Committee.
3. **Operational:** These committees exist to ensure that the goods and services that are provided by CSHP are top quality. An example of this type of committee would be the Educational Services Committee.

Reporting Relationships:

All committees shall submit reports to Council, including recommendations to Council when appropriate. For routine activities, the reporting relationships of committees can be divided as follows:

1. **Council:** These committees report directly to the Council as a board of directors for CSHP activities. This would be due to the nature of the work that is involved.
2. **Other Organizations:** CSHP committees would not report solely to an external organization. An external reporting relationship may occur when a joint committee is developed by CSHP and a partner organization. The work of the committee may require the oversight of the CSHP Council.

TASK FORCES

Task forces are formed to respond and deal with specific issues affecting the profession or the Society. Task forces are dissolved once their work is complete. In most cases, task forces report directly to CSHP Council.

SECTION HH: ROBERT'S RULES - SUMMARY TO BE USED DURING COUNCIL MEETINGS

Basics of Parliamentary Procedure

1. Council meetings follow the rules of parliamentary law (Robert's Rules) which allow it to act as a free agent-free to do as it wishes with the greatest measure of protection to itself and of consideration for the rights of its members.
2. Each council member has an equal voice to express opinions or influence the discussion

Procedures for Council Meetings:

- Council meetings follow an agenda set by the President and circulated prior to the meeting
- Council members may contribute agenda items by contacting the President prior to circulation of the agenda. They are also usually expected to present a report summarizing committee activities and recommendations (if any)
- Recommendations are the part of a report considered and discussed at the meeting. If a recommendation is to be acted upon, a motion for acceptance or approval is required.
- The Chairperson of a committee usually moves the approval of recommendations. If the Chairperson or committee members are not at the meeting, a member of Council will move acceptance of the recommendations
- Other matters requiring Council action must be duly moved and seconded
- Seconding a motion is to allow the topic to be discussed. Without a second, the topic may not be brought forward. Seconding the motion does not imply agreement with the motion: the seconder merely agrees that the topic shall be discussed.
- For adoption, all motions require a majority vote
- A Council member may not speak to a motion a second time until all members have an opportunity to be heard.
- All questions or discussion must be addressed to the presiding officer.
- New or incidental matters will be not be entertained during discussion of established agenda items but may be introduced under New Business.

Handling a Motion

- Council Member States the Motion
- Motion is seconded
- Motion restated by Presiding Officer (President)
- Debate
- Vote

Amending a Motion

- Change of wording or condition(s) of main motion
- Handled like a new motion
- May be amended by an amendment to the amendment (but third degree amendments are not permitted)
- Original motion and previous amendments require vote

Types of Motions

- Main Motions

- Privileged Motions
 - Adjournment (end of meeting)
 - Fix the time which to adjourn
 - Recess (temporary suspension)
 - Raise a question of Privilege (high priority interruption - often used when members too cold, too hot or cannot hear clearly)
 - Call for Orders of the Day (a demand that the agenda be adhered to – usually when time is up on an item but debate continues)

LHIN REPRESENTATIVES

Local Health Integrated Network Representation:

In order to support appropriate hospital pharmacy representation at the LHIN level, Ontario Branch CSHP supports member representation on LHIN committees.

Each Chapter Chair will identify a potential LHIN representative among current members for each LHIN they represent as opportunities arise. The member will act as a liaison between their respective Chapter Chair and the LHIN.

Each LHIN will be assigned to a specific Chapter based on the degree to which the LHIN is represented by the chapter. The following chart assigns LHIN's to corresponding Chapters. Please refer to the Boundary Report for additional information:

Chapter	Local Health Integrated Network
Southwestern	LHIN 1
	LHIN 2
Golden Horseshoe	LHIN 3
	LHIN 4
Lake Ontario West	LHIN 5
	LHIN 6
	LHIN 8
Metro Toronto	LHIN 7
Lake Ontario East	LHIN 9
Quinte-St. Lawrence	LHIN 10
Ottawa Valley	LHIN 11
Georgian Bay-Simcoe	LHIN 12
Northern	LHIN 13
Northwestern	LHIN 14

BRANCH WEBSITE POSTING

Introduction:

Website content is monitored by the Executive Assistant and the Communications Committee and maintained by the Executive Assistant.

Procedures:

To ensure consistency and efficiency for posting, please use the following procedures when requesting information to be posted on the branch website:

1. Requester sends information to be posted via email to the Ontario Branch Exec Assistant.
2. Exec Assistant may consult with Executive depending on the nature of the information to be posted.
3. Exec Assistant sends a return email to requester to confirm the information to be posted has been sent to the National Web Administrator.
4. Exec Assistant sends information to be posted to the National Web Administrator (cc to the Communications Chair) requesting it be posted on the branch website,

Committee or Working Group Member Recognition Guidelines

Approved: April 22, 2017

MCM Council Meeting

Purpose:

These guidelines will help the Chair(s) of any committee or working group of CSHP-Ontario Branch to determine how to best recognize committee members for their volunteer hours in supporting the Chair(s) of any committee or working group, as necessary.

Guidelines

1. The Chair(s) of any committee or working group shall decide if recognition of committee member(s) is warranted
2. The Chair(s) of any committee or working group shall decide what form of recognition shall be provided to committee members
3. The form of recognition shall not contradict CSHP values
4. The recognition value shall be capped at \$25 per committee member per membership year. The recognition value may be less than \$25 per committee members
5. The total sum for all committee members receiving recognition shall not exceed \$350 per Committee per membership year.
6. The Chair of any committee or working group shall submit all receipts associated with the recognition to the Administrative Assistant within 30 days of purchase. Along with the receipts the Chair(s) of any committee or working group shall provide appropriate document which includes:
 - a. Name of Committee
 - b. Name of Committee member(s) receiving recognition
 - c. List of the form of recognition provided along with monetary value of each recognition
7. The Chair(s) of any committee or working groups shall report recognition of committee member (s) in their upcoming Report to Council.
8. The CSHP-OB President will send a letter of recognition to the employer of each recognized committee member
9. Recognition Monetary Value shall be evaluated and approved on an annual basis at AGM Council Meeting.

Invoice Policy for OB Events

Incl: Appendix A

In all cases, event organizers should try to negotiate with suppliers to allow CSHP to provide full payment after the event pending an invoice from the supplier. Invoices and payment are usually processed within one week of receiving the invoice.

At no point should an event planner be required to pay out of pocket expenses.

For all expenses, please submit the OB Event Expense Approval form (included) and a copy of the supplier statement / invoice to Anne Stacey (astacey@cshp.ca)

If a PRE - EVENT DEPOSIT is required:

If the venue of choice requires a deposit to hold the space, please request a statement/invoice for the required amount with the supplier mailing address. Once you have reviewed the request and agree with the terms, please forward the statement/invoice to Anne Stacey (astacey@cshp.ca) for processing. In emergency situations, please contact Anne Stacey so she can apply the deposit to the CSHP credit card.

SUPPLIER INVOICES:

Any event related invoices should be sent first to the Event Committee Chair to confirm the correct amount and compliance with the event budget. Upon approval of the Chair, the invoice should be forwarded to Anne Stacey for processing.



APPENDIX A:

Ontario Branch Event Expense Approval Form

Event Name:

Event Date:

OB Contact Name:

Supplier Name:

Supplier Address:

PLEASE ATTACH COPY OF INVOICE TO BE PAID.

Signature:

Date:

Approved by:

Date:

IV CSHP POLICIES

SECTION AAA: EMAIL ADDRESS PRIVACY POLICY

CATEGORY: Administration

PAGES: 2

NUMBER: 2.1.3

EFFECTIVE: August 13, 2004

TITLE: Email Address Privacy Policy

REVISED: March 2015 January 20, 2011

POLICY

CSHP will protect the privacy of email addresses of its members in the course of its business. This policy is intended to be complementary to CSHP's Privacy Policy. This policy applies to CSHP National and all its branches.

DEFINITIONS

E-announcement: An electronic message on CSHP-related business or of broad professional interest sent at once to CSHP's whole membership.

Mass emails: Any e-mail forwarded to more than 100 recipients.

PROCEDURES

1. CSHP will collect email addresses of members during the member registration process. This information will be maintained in the member database.
2. The names and email addresses of CSHP members will be accessible to CSHP members only, in a directory in the Members Area of CSHP's website. Members may expressly request that their information not be listed in the Web-based member directory.
3. The names and email addresses of Council members and committee, task force and PSN chairs will be publicly available on CSHP's website unless a member expressly requests that their information not be posted in the public domain.
4. The CSHP office will use member's email addresses to correspond directly with those members on an as-needed basis.
5. From time to time CSHP will send e-announcements and mass emails to large groups of recipients on CSHP-related business or on topics of broad professional interest.
 - a) E-announcements or other mass emails should be sent through Campaigner, which will conceal members' email addresses. CSHP Board and Branch Reference Manual Operations Support Policies Page 2 of 2 Policy # 2.1.3
 - b) All e-announcements must be approved by the Executive Director or delegate and sent by the National office staff. – CSHP will endeavour to send the right e-announcements at the right time and frequency to reduce the impression of email burden on our members. If at all possible, an e-announcement should not be sent on the same day as other regularly scheduled electronic communications (e.g., eBulletin, e-Newsbrief, or other eannouncements).
 - c) Mass emails from branches or other CSHP groups will be approved by the branch president or leader of the group prior to sending.

6. CSHP will not sell or distribute member email addresses to external organizations, including CSHP sponsors. Emailing of messages on behalf of external organizations to CSHP members may be carried out by the CSHP National office staff or branches only upon the approval of the Executive Director or relevant branch president.

7. Members may not use email addresses obtained from CSHP's membership database or web based member directory to email CSHP members for purposes of personal or corporate business (e.g. solicitation, recruiting). The email addresses may only be used for CSHP based communication.

SECTION CCC: PRIVACY POLICY

CATEGORY: 2.1

Membership PAGES: 12

NUMBER: 2.1.2

EFFECTIVE: March 13, 2005

TITLE: Privacy REVISED: August 12, 2005

POLICY:

The Canadian Society of Hospital Pharmacists (CSHP) is committed to safeguarding the personal information of our members and customers according to privacy laws such as the Canadian federal Personal Information Protection and Electronic Documents Act (PIPEDA), and corresponding Canadian provincial privacy legislation. This policy applies to CSHP National and all its branches. **DEFINITIONS:**

What is personal information?

For the purposes of the privacy legislation, "personal information" is defined as any information that can be used to distinguish, identify or contact a specific individual. The act applies to individuals, not corporations. Members of most charities and professional associations are individuals, and directors of all not-for-profit companies are individuals. Personal information is any factual or subjective information, recorded or not, about an identifiable individual. It includes:

- e-mail address;
- age, weight, height;
- medical records;
- identification numbers, income, ethnic origin, or blood type;
- opinions, evaluations, comments, social status, or disciplinary action; and,
- employee files, credit records, loan records, existence of a dispute between a consumer and a merchant, intentions (for example, to acquire goods or services, or change jobs.)

There are exceptions. Personal information does not include an employee's name, job title, business address or telephone number, anything that might appear on a business card with the exception of e-mail address, or certain publicly available information (such as names, addresses and telephone numbers as published in telephone directories). Where an individual uses his or her home contact information as business contact information, the contact information provided is regarded as business contact information and is not subject to protection as personal information. CSHP Board and Branch Reference Manual Section 2, Membership & External Policies Page 2 of 12 Policy # 2.1.2

Who are CSHP stakeholders?

Stakeholders are persons in the following relationship to CSHP:

- Board delegates
- CSHP employees
- Committee/Task Force/PSN chairs and members
- Canadian Hospital Pharmacy Residency Board members
- CSHP Foundation trustees
- Branch and Chapter councils and committees
- CJHP Editorial Board
- Contract staff

PROCEDURES:

1. This policy applies to all CSHP stakeholders at the national, branch and chapter level. See Appendix I for a Branch Compliance Checklist.
2. CSHP adopts the following 10 universal privacy principles as noted in the Canadian Standards Association Model Code for the Protection of Personal Information and as incorporated in privacy legislation:
 - 2.1 Accountability: CSHP shall appoint a privacy officer who will be accountable for the Society's compliance with the legislation's privacy principles.
 - 2.2 Identifying Purposes: CSHP shall identify the purposes for which personal information is to be used, disclosed, transmitted or reported at the time of or prior to the collection of the information. See Privacy Clearances in Appendix II.
 - 2.3 Consent: CSHP shall request the consent of its members and customers for the collection, use, or disclosure of personal information, except where inappropriate. See Privacy Clearances in Appendix II.
 - 2.4 Limiting Collection: CSHP shall limit the collection of personal information to that which is necessary for the identified purposes. CSHP shall collect information by fair and lawful means.
 - 2.5 Limiting Use, Disclosure and Retention: CSHP shall not use or disclose personal information (including, but not limited to, e-mail addresses, bank account numbers and credit card numbers) for purposes other than those for which it was collected, except with the consent of the member or customer or as required by law. When personal information must be discussed or otherwise shared with other CSHP stakeholders, it must be on a need-to-know basis within the course of the Society's activities. CSHP shall retain personal information only as long as necessary for the fulfillment of those purposes.
 CSHP may share aggregate information about its members and customers – not individual data – with sponsors, potential sponsors and other parties to help them better understand CSHP CSHP Board and Branch Reference Manual Section 2, Membership & External Policies Page 3 of 12 Policy # 2.1.2 members and their interests. Such aggregate information is used to give demographic data about CSHP members in order to improve the organization and the programs and services provided by CSHP.
 - 2.6 Accuracy: CSHP shall work in partnership with its members and customers to ensure that their personal information is accurate, complete and up-to-date, as is necessary for the purposes for which it is to be used.
 - 2.7 Safeguards: CSHP shall protect personal information by security safeguards appropriate to the sensitivity of the information. CSHP shall make its stakeholders aware of the importance of maintaining the confidentiality of personal information. CSHP will conduct ongoing security assessments of its administrative, physical, and technical safeguards, and provide training reinforcing responsibilities regarding the privacy of personal information in any form – electronic or paper – in its possession.
 - 2.8 Openness: CSHP shall make its current policy and procedures relating to the management of personal information readily available to members and customers, and post them on its website (www.cshp.ca).
 - 2.9 Individual Access: Upon request, CSHP shall inform members and customers of the existence, use, and disclosure of their personal information and shall give access to that information. Members and customers shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
 - 2.10 Challenging Compliance: CSHP shall accept and investigate challenges from members and customers concerning compliance with the above principles.
3. While PIPEDA or certain provincial privacy laws may not apply to all of a non-profit's activities, CSHP will apply the aforementioned privacy principles throughout its operations (commercial or otherwise). See Appendix III for a discussion on the application of Canada's privacy laws to organizations with operations in a number of provinces.

4. The Privacy Officer will submit an annual report to the Board at the annual general meeting describing: the use, disclosure, transmission or reporting of personal information; the number and nature of requests to access personal information; the number, nature and resolution of challenges concerning compliance with the policy.

APPENDIX I

Privacy Legislation: Branch Compliance Checklist

CSHP Branches shall:

1. Adopt the following 10 universal privacy principles as noted in the Canadian Standards Association Model Code for the Protection of Personal Information and as incorporated in privacy legislation:
 - 1.1 Accountability: Each CSHP Branch shall appoint a privacy officer who will be accountable for the branch's compliance with the legislation's privacy principles.
 - 1.2 Identifying Purposes: CSHP Branches shall identify the purposes for which personal information is to be used, disclosed, transmitted or reported at the time of or prior to the collection of the information. See Privacy Clearances in Appendix II.
 - 1.3 Consent: CSHP Branches shall request the consent of its members and customers for the collection, use, or disclosure of personal information, except where inappropriate. See Privacy Clearances in Appendix II.
 - 1.4 Limiting Collection: CSHP Branches shall limit the collection of personal information to that which is necessary for the identified purposes. CSHP Branches shall collect information by fair and lawful means.
 - 1.5 Limiting Use, Disclosure and Retention: CSHP Branches shall not use or disclose personal information (including, but not limited to, e-mail addresses, bank account numbers and credit card numbers) for purposes other than those for which it was collected, except with the consent of the member or customer or as required by law. When personal information must be discussed or otherwise shared with other CSHP stakeholders, it must be on a need-to-know basis within the course of the Society's activities. CSHP Branches shall retain personal information only as long as necessary for the fulfillment of those purposes. CSHP Branches may share aggregate information about its members and customers – not individual data – with sponsors, potential sponsors and other parties to help them better understand the CSHP Branch members and their interests. Such aggregate information is used to give demographic data about the CSHP Branch members in order to improve the organization and the programs and services provided by the CSHP Branches.
 - 1.6 Accuracy: CSHP Branches shall work in partnership with its members and customers to ensure that their personal information is accurate, complete and up-to-date, as is necessary for the purposes for which it is to be used.
 - 1.7 Safeguards: CSHP Branches shall protect personal information by security safeguards appropriate to the sensitivity of the information (including, but not limited to, e-mail addresses, bank account numbers and credit card numbers). CSHP Branches shall make its stakeholders aware of the importance of maintaining the confidentiality of personal information.
 - 1.8 Openness: CSHP Branches shall make their current policy and procedures relating to the management of personal information readily available to members and customers, and post them on their respective website.
 - 1.9 Individual Access: Upon request, CSHP Branches shall inform members and customers of the existence, use, and disclosure of their personal information and shall give access to that information. Members and customers shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
 - 1.10 Challenging Compliance: CSHP Branches shall accept, report to the national privacy officer and investigate challenges from members and customers concerning compliance with the above principles.
2. While PIPEDA or certain provincial privacy laws may not apply to all of a non-profit's activities, CSHP will apply the aforementioned privacy principles throughout its operations (commercial or otherwise). See Appendix III for a discussion on the application of Canada's privacy laws to organizations with operations in a number of provinces.

3. The Branch Privacy Officer will submit an annual report to the national privacy officer describing: the use, disclosure, transmission or reporting of personal information; the number and nature of requests to access personal information; the number, nature and resolution of challenges concerning compliance with the policy.

APPENDIX II CSHP PRIVACY CLEARANCES

All personal information collected by CSHP is done so in accordance with the CSHP privacy policy. All data is stored within CSHP's membership database. In compliance with the principle of openness in its policy, CSHP will make the following statements available to interested parties through appropriate channels, in order to advise of the purposes for which the information will be used and to obtain the consent of its members, express or implied, for the collection, use, or disclosure of personal information.

Membership renewal form

The information you provide to CSHP such as your name, address, and e-mail address is used to notify you of issues, events, activities or special offers. From time to time, we make our membership list available to specific reputable companies and organizations whose products and/or services we believe may be beneficial to you. If you do not want CSHP to make your contact information with other companies or organizations, please check here:

CSHP Website

The Canadian Society of Hospital Pharmacists (CSHP) is committed to safeguarding the personal information of our members and customers according to privacy laws such as the Canadian federal Personal Information Protection and Electronic Documents Act (PIPEDA), and corresponding Canadian provincial privacy legislation. All personal information collected by CSHP via this website or otherwise is done so in accordance with the following privacy policy.

CSHP defines "personal information" as any information, recorded or not, that can be used to distinguish, identify or contact a specific individual, with the exception of business contact information (such as name, job title, business address and telephone number).

CSHP will identify the purposes for which personal information is to be used, disclosed, transmitted or reported at the time of or prior to the collection of the information, and will limit the collection of personal information to that which is necessary for the identified purposes. CSHP will collect information by fair and lawful means.

CSHP will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the member or customer or as required by law. When personal information must be discussed or otherwise shared with other CSHP stakeholders, it must be on a need-to-know basis within the course of the Society's activities. CSHP will retain personal information only as long as necessary for the fulfillment of those purposes.

CSHP may share aggregate information about its members and customers – not individual data – with sponsors, potential sponsors and other parties to help them better understand CSHP members and their interests. Such aggregate information is used to give demographic data about CSHP members in order to improve the organization and the programs and services provided by CSHP.

CSHP will work in partnership with its members and customers to ensure that their personal information is accurate, complete and up-to-date, as is necessary for the purposes for which it is to be used.

CSHP will protect personal information by security safeguards appropriate to the sensitivity of the information. CSHP will make its stakeholders aware of the importance of maintaining the confidentiality of personal information. CSHP will conduct ongoing security assessments of its administrative, physical, and technical safeguards, and provide training reinforcing responsibilities regarding the privacy of personal information in any form – electronic or paper – in its possession.

For general enquires about CSHP's privacy policy, to request access to and amend your personal information on file or to challenge compliance with the above principles, please contact Laurie Frid, Privacy Officer at:

Canadian Society of Hospital Pharmacists

30 Concourse Gate, Unit 3

Ottawa, ON K2E 7V7

Telephone: (613) 736-9733, ext. 226

Fax: (613) 736-5660

E-mail: ddavidson@cshp.ca

CSHP Website

CSHP requests your email address and password on its site to allow you access to the Members Area. Depending on the purpose of your visit, you may be required to input your information at various times.

The operating system for the CSHP website (www.cshp.ca) may automatically record some general information about your visit, such as:

- The Internet domain for your Internet service provider, such as "company.com" or "service.ca" and the IP address of the computer accessing the website, such as "10.10.10.10";
- The type of browser (such as "Netscape version x" or "Internet Explorer version x") you are using; • The type of operating system you are using (such as Macintosh, Unix, or Windows);
- The date and time you visit our site and the web pages that you visited, along with the address of the previous website you were visiting, if you linked to us from another website;
- If you logged onto our site, the Internet Information Server log file format records the following data:
 - Client IP address
 - User name
 - Password
 - Date
 - Time
 - Service and instance
 - Server name
 - Server IP address
 - Time taken
 - Client bytes sent
 - Server bytes sent
 - Service status code (A value of 200 indicates that the request was fulfilled successfully.)
 - Windows status code (A value of 0 indicates that the request was fulfilled successfully.)
 - Request type
 - Target of operation

CSHP uses this information for statistical analysis, to help us make our site more useful to visitors. We may disclose this information in aggregate only to third parties such as sponsors, clients or advertisers and/or use it for auditing purposes.

CSHP stores the username and password information on file. Members may use the 'Forgot my password' feature on the CSHP website to retrieve forgotten passwords. Passwords may also be changed by the individual member. Username and password information will not be disclosed to any third party, with the exception of CSHP's Internet service provider who is under a contractual requirement to keep this information confidential, to use it solely for the purposes of providing services to CSHP and its members, and to protect it by appropriate security safeguards.

The CSHP website may use "cookies" that identify you as a return visitor. A cookie is a piece of data that a website

can send to your browser, which may then store the cookie on your hard drive. So, when you come back to visit CSHP's website again, information can be tailored to suit your individual preferences. The goal is to save you time and provide you with a more meaningful visit and to measure website activity. Specifically, we use cookies in order to allow members to access features (i.e. "Remember Me" function) without logging into the website each time. Browsers such as Netscape allow you to disable cookie collection if you wish, or inform you when a cookie is being stored on your hard drive.

The CSHP website contains links to other sites. Once you link to another site, you are subject to the privacy and security policies of the new site.

E-announcements

Under PIPEDA, electronic mail addresses are considered personal information. With the exception of the addresses of the CSHP national Executive, e-mail addresses are blinded within this e-announcement. This e-mail and any attachment in this transmission are directed in confidence solely to the addressee(s) and may contain confidential and/or privileged material. This information may not otherwise be distributed, copied or disclosed. If you have received this e-announcement in error, please notify the sender immediately and destroy the original message. If you wish to remove your address from the mailing list for CSHP e-announcements, please contact Laurie Frid, CSHP Privacy Officer, at lfrid@cshp.ca.

Conference Registration and Publication Order Forms

The information provided on this form allows CSHP to verify that the information on file is current and to ensure correspondence, such as receipts, are sent to the appropriate location.

CSHP Executive, Board, Affiliated Boards, Committees, Task Forces and PSNs

If you volunteer on one of CSHP's bodies, your full name, address, phone number and e-mail address may be posted on the CSHP website as contact information for the CSHP members. Under PIPEDA, information found on a business card is not considered personal information. If you use your personal phone number or address for business purposes, it is no longer considered personal information. CSHP will at all times use your business contact information, unless instructed otherwise.

APPENDIX III Section 2, Membership & External Policies

Developments for Non-Profit Organizations

Eve Munro and Rachel Blumenfeld The Association Agenda 2004 (Aug 23).

Canada's not-for-profit organizations have now had over six months experience under Canada's new privacy regime. The federal Personal Information Protection and Electronic Documents Act (PIPEDA) commenced to apply on January 1, 2004 to the provincially regulated private sector in provinces that had not passed legislation deemed to be substantially similar to PIPEDA. At that time the only province that had such legislation was Quebec. Privacy legislation also came into force in British Columbia and Alberta on January 1, but that new legislation has not yet been declared to be substantially similar. The Minister of Industry has recommended that both the Alberta Personal Information Protection Act (Alberta PIPA) and the B.C. Personal Information Protection Act (B.C. PIPA) are substantially similar to PIPEDA. Based on this recommendation, the Governor in Council proposes to make orders which will exempt from PIPEDA organizations subject to Alberta PIPA or B.C. PIPA in respect of the collection, use and disclosure of personal information that occurs in Alberta and B.C. respectively. Notices of the proposed orders were published in Part 1 of the Canada Gazette on April 10, 2004. As at the time of writing this article, these orders have not been registered, but this is something that can be anticipated in the near future. Unlike the broad legislation adopted in Alberta and B.C., Ontario has to date restricted its new privacy legislation to personal health information. Bill 31, the Personal Health Information Protection Act, which incorporates the 10 Fair Information Principles, received Royal Assent on May 20. Beginning on November 1, the Act will regulate the collection, use

and disclosure of personal health information in Ontario by “personal health custodians.” Issues for National Organizations Organizations with operations in a number of provinces will need to determine which laws apply to them as the laws vary quite substantially in relation to their application to not-for-profit organizations. While for provincially regulated undertakings, PIPEDA only applies to the collection, use and disclosure of personal information in the course of commercial activities, the laws of B.C. and Quebec are not so restricted. Those Acts apply to organizations in respect of all their activities, including information about employees. Alberta PIPA has no general commercial activities limitation as found in PIPEDA, however Alberta PIPA is specifically limited in its application to “non-profit organizations” to personal information collected, used or disclosed by the organization in connection with a commercial activity. However, the term “nonprofit organization” has a very restricted definition under the Act - namely an organization that: (a) is incorporated under the Societies Act or the Agricultural Societies Act or registered under Part 9 of the Companies Act, or; (b) meets the criteria established under the regulations to qualify as a non-profit organization (to date, no such regulations have been enacted). Thus, the manner of incorporation of a not-for-profit entity in Alberta may determine the applicability of Alberta PIPA to it. For example, churches generally do not fall under the definition of “non-profit organization” found in Alberta PIPA; consequently, many churches would be required to comply fully with the legislation. (See, e.g., Q.2 at APPENDIX III Section 2, Membership & External Policies Page 10 of 12 Policy # 2.1.2

<http://www.pipa.gov.ab.ca/index.cfm?page=faqs/NonProfitFAQs.html>.) Further, organizations incorporated outside of Alberta do not presently fall within the definition of “non-profit organization” and the Alberta Act will apply to all of their activities in Alberta, including employee, volunteer and client information. Nationally-based not-for-profit organizations must make a policy decision as to how they will approach privacy compliance: whether to apply the privacy principles throughout their operations or restrict the application of those principles to commercial activities in those jurisdictions where only PIPEDA currently applies. For the most part, professional organizations in the charitable and not-for-profit sector have promoted the view that while the legislation may not apply to all of a non-profit’s activities, prudence dictates that the principles be implemented throughout the organization. This approach has the benefit of providing uniformity to the organization’s policies and practices, thereby creating organizational efficiency, while at the same time ensuring user and member satisfaction. “Commercial activities” Not-for-profit organizations subject to PIPEDA that do not elect to apply the 10 Fair Information Principles to all of their operations will be concerned with the meaning of “commercial activities” under PIPEDA because PIPEDA only applies to personal information collected, used and disclosed in the course of these activities. “Commercial activities” is defined in PIPEDA specifically to include the selling, bartering or leasing of donor, membership or other fundraising lists. However, it also includes other activities of not-for-profits that are “commercial” in character. Defining what activities of such organizations will be considered commercial is not necessarily a straightforward task. While not legally binding, guidance can be sought from government information tools. For example, the Office of the Privacy Commissioner of Canada has issued a Fact Sheet on the application of PIPEDA to charitable and not-for-profit organizations (www.privcom.gc.ca/fsfi/02_05_d_19_e.asp). Although the Fact Sheet confirms that non-profit status does not automatically exempt an organization from the application of the Act, the guidance it provides relating to the meaning of “commercial activities” to which PIPEDA will apply is limited. The Fact Sheet states in part: Most non-profits are not subject to the Act because they do not engage in commercial activities. Collecting membership fees, organizing club activities, compiling a list of members’ names and addresses, and mailing out newsletters are not considered commercial activities, neither is fundraising. However some clubs, for example many golf clubs and athletic clubs, may be engaged in commercial activities which are subject to the Act. It is not clear that these and similar comments by Industry Canada extend to activities where value is exchanged, such as the carrying on of a related business by a charity (e.g., retail or on-line sales), holding fundraising dinners, raffles, lotteries, hosting conferences and seminars and the like. The question will be whether the activity involves the making or provision of a product or service that is commercial in nature. Alberta’s Access and Privacy Branch has published an Information Sheet (<http://www.pipa.gov.ab.ca/index.cfm?Page=resources/NonProfit.html>) with guidance for “non-profit organizations” regarding factors which will be considered in determining whether a transaction is a commercial activity, including: Is the activity financially supported by the activities of the organization or operated on a cost recovery basis rather than intended to make a profit to be used to support other

activities)? Does the activity APPENDIX III Section 2, Membership & External Policies Page 11 of 12 Policy # 2.1.2 involve consideration by one party (rather than consideration for both parties)? The recently-released “FAQ for Non-Profit Organizations” (<http://www.pipa.gov.ab.ca/index.cfm?page=faqs/NonProfitFAQs.html>) provides further examples of what Alberta’s Access and Privacy Branch considers to be a “commercial activity,” including the operation of an “early childhood service program” and the running of conferences, seminars and training sessions. Further experience under the new legislation will help to define what activities of not-for-profit organizations are considered to be “commercial activities” for the purposes of application of PIPEDA and Alberta PIPA. Outsourcing Many organizations are concerned with how to deal with third party service providers in a manner which complies with the privacy law requirements. B.C. PIPA, which applies to all operations of not-for-profit organizations in B.C., has specific exceptions permitting these types of disclosures and uses but the organization which engages the service provider remains responsible for the safekeeping of its personal information even when in the custody of the third party. Information provided to a third party service provider may only be used for the purposes for which the information was previously collected and to assist the service provider in carrying out work on behalf of the organization. Appropriate agreements are required to be put in place for third party service providers in order to ensure that an organization’s obligations are met in respect of information transferred to, used or collected by third party service providers. While PIPEDA and Alberta PIPA do not have express provisions permitting such uses and disclosures to third party service providers, they do contain provisions (Principle 4.1.3. of Schedule A to PIPEDA and subs. 5(2) of Alberta PIPA) making an organization responsible for its personal information while in the possession of its third party service providers. Again, appropriate agreements are required to meet these obligations and it is also recommended to build these types of disclosures and uses into the organization’s privacy policy, notices of purposes and consents. Communication and Consent Strategies In these early days of the application of Canada’s new privacy laws to organizations across Canada, nonprofits are continuing to work out their communication strategies with individuals in their databases, including their clients, users and members. These issues will, of course, be much more limited in jurisdictions where compliance is required only in respect of commercial activities. However, in those jurisdictions where the privacy rules apply to all operations, and for those organizations which choose to adopt the model privacy code as “best practices,” these are important issues for consideration. Issues include: • How will the organization communicate with individuals in its database in order to ensure that adequate notice of purposes and consent is provided for the existing uses for which this information is made? • What type of consent (express, implied) is appropriate for specific circumstances? What consent documents are required (opt-in, opt-out)? APPENDIX III Section 2, Membership & External Policies Page 12 of 12 Policy # 2.1.2 Another issue of importance is an organization’s internal communication strategies. It is important to put in place procedures to deal with complaints, access requests, and withdrawals and variations of consent; and to have in place well thought-out implementation procedures and internal communication programs so that an organization’s staff and volunteers know how to deal with these issues when they do arise. Experience under Canada’s new privacy laws is still evolving. Many non-profits are still in the process of working through their approach to protection of personal information in view of the limited application of privacy law principles to such organizations under PIPEDA. Further experience will bring better definition to these and other issues relating to the application of Canada’s new privacy laws to the not-forprofit sector. Eve Munro is a partner with the Vancouver office of Miller Thomson LLP. She practices in the area of Intellectual Property and Information Technology and is coordinator of the Privacy Law Practice in the Miller Thomson Vancouver office. Rachel Blumenfeld is an associate with Miller Thomson LLP’s Toronto office. She practices in the area of Trusts and Estates and Charities and Not For Profit Law.

SECTION CCC: PRIVACY, COPYRIGHT, AND NON-DISCLOSURE POLICY

CATEGORY: 4.2

Publications PAGES: 3

NUMBER: 4.2.6

EFFECTIVE: October 2016

TITLE: Privacy, Copyright, and Non-disclosure

REVISED: April 2017

PURPOSE:

This policy clarifies the Society's expectations of privacy, retention of copyright and moral rights, and nondisclosure of confidential, privileged and/or proprietary information from volunteers who write publications and other products for CSHP.

POLICY:

Volunteers who write publications and other products for CSHP shall sign the Privacy, Copyright, and NonDisclosure Agreement (provided in Schedule 1) before commencing work on publications and other products for CSHP. The relevant CSHP employees are also required to sign this agreement.

The Privacy, Copyright, and Non-Disclosure Agreement is renewed each time individuals agree to write publications and other products for CSHP.

This policy applies to the following:

- All CSHP volunteers who are involved in committees, affiliated boards, task forces, and working groups
- CSHP Official and Branches that rely on the contribution of volunteers in developing publications and other products for CSHP.

PRIVACY:

Respecting the privacy of CSHP's volunteers is extremely important. CSHP uses the names and contact information of persons involved in developing products to conduct business, such as scheduling meetings and distributing documents. Names and contact information may be shared with CSHP staff members, Board members, and other group members. CSHP does not share contact information with other individuals and/or organizations without permission.

Volunteers are expected to respect the privacy of other volunteers and to not share contact information without their consent.

Copyright:

1. CSHP holds copyright to the draft and final documents it produces.
2. Protecting CSHP's interests is of utmost concern to CSHP.
3. Any potential or real conflicts of interest that compete with CSHP business must be identified, disclosed, and managed according to CSHP's Conflict of Interest Policy.

4. All contributors to CSHP's products transfer, assign, and otherwise convey all copyright ownership and waive moral rights to CSHP. These rights extend to any format in which a publication may exist, including, but not limited to print, re-print, and electronic formats.
5. Volunteers who have contributed to a publication or other product must obtain written permission from CSHP before reproducing the product or publication in whole or any substantial part thereof, in future works of their own.
6. CSHP acknowledges the contributors to publications by sharing their names in the publication. CSHP Board and Branch Reference Manual 2

Non-disclosure:

Volunteers may be exposed to information that is confidential, privileged and/or proprietary in nature. These individuals are expected to not share information about publications and other products under development and to refer all requests for information on product development to CSHP staff. Such information is to be kept confidential both during and after volunteer service. Volunteers are required to return or delete materials containing privileged or confidential information at the time of separation or expiration of service.

The copyrights, including intellectual property rights and moral rights of others, are respected.

PROCEDURES:

1. The relevant employee provides applicable individuals working on CSHP publications or other products with the Privacy, Copyright, and Non-Disclosure Agreement (provided in Schedule 1) and requests that the form be read and signed before the development of work on publications and other products for CSHP.
2. CSHP volunteers who are involved in task forces, working groups, and affiliated boards and committees are required to read and sign the Privacy, Copyright, and Non-Disclosure Agreement. These individuals are expected to submit their form to the relevant employee at CSHP Official before developing publications and other products for CSHP.
3. The relevant employee signs the Privacy, Copyright, and Non-Disclosure Agreement once it has been read, signed, and submitted by volunteers.
4. The relevant employee stores the Privacy, Copyright, and Non-Disclosure Agreement forms signed by both parties at the CSHP Official office.

SECTION DDD: CONFLICT OF INTEREST POLICY

Approved by CSHP Board, March 7, 2004
(Revised October 2014)

BACKGROUND:

The Canadian Society of Hospital Pharmacists (CSHP) requires members in leadership positions to act honestly, in good faith and solely in the best interests of the Society. CSHP recognizes that in having volunteer Board members, branch councils, affiliated boards and committees it is unreasonable to expect these individuals to give up outside activities during their terms of office. However, such outside activities may give rise to situations (i.e., conflicts of interest) in which the outside activity of the Board member is in conflict with, or may affect or be affected by a program, policy or activity of or under consideration by the Society. It is also unreasonable to expect that a member or group of member's outside interests will broadly exclude them from participating in Society activities.

PURPOSE:

This policy is intended to promote the highest standard of public trust and integrity while protecting all of CSHP's Stakeholders by providing the means to avoid or resolve situations that may otherwise place these Stakeholders in ethically questionable situations. This policy applies to all Stakeholders at the national, branch and chapter level.

DEFINITIONS:

Conflict of Interest: Any situation in which a CSHP internal stakeholder by virtue of his / her position, has or may be perceived to have, (by a reasonable person in all the circumstances), a private or personal interest which results in the following:

- The objective exercise of his / her official CSHP duties being influenced to the detriment of CSHP or those having dealings with CSHP, and / or;
- A gain or advantage or showing of preference to the CSHP Internal Stakeholder, lifepartner, immediate family member, or close friend of the CSHP Internal Stakeholder, to the detriment of CSHP or those having dealings with CSHP.

Immediate Family Members: includes a Stakeholder's parent, grandparent, sibling, Spouse, child, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law and the parent, grandparent, sibling, child, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law of the Stakeholder's spouse. (For clarity, spouse includes a life partner.)

Stakeholders:

Persons in the following relationship to CSHP:

- Board Members
- CSHP Employees
- Committee / Task Force Members / PSN Chairs
- Canadian Pharmacy Residency Board Members
- CSHP Research and Education Foundation Members
- Branch Councils and Committees
- CJHP Editorial Board
- Contract Staff
- CSHP Members who are employees of or provide services to Corporate Members

Stakeholder Associates: are Immediate Family Members or close friends of a Stakeholder.

POLICY:

In dealing with any potential or actual conflict of interest, CSHP expects every Stakeholder to:

1. Be aware of the nature, diversity and prevalence of Conflict of Interest,
2. Disclose potential and actual Conflicts of Interest to the appropriate authority, and when necessary remove him/her from the voting process.
3. Exercise their best judgement to further the interests of the Society; this judgement must be exercised in light of all the experiences, perspective and expertise of the stakeholders.

Furthermore conflicts of interest will be dealt with on an individual basis and no group of active members will be excluded from participation in the affairs of the Society based on their outside interests.

Public trust in CSHP requires that all Stakeholders:

- Perform their duties and functions with integrity and in a manner that will bear public scrutiny.
- Arrange their private interests in a manner that will minimize the potential for Conflict of Interest.
- Identify and disclose business opportunities, contractual or employment arrangements that have a reasonable potential of creating a Conflict of Interest in the future.
- Will not solicit or accept directly or indirectly for personal benefit or the personal benefit of a Stakeholder Associate, a fee, gift or benefit from a person or an organization that deals with CSHP, where the fee, gift or benefit could influence or be perceived to influence the performance of CSHP duties and functions. For clarity pharmaceutical industry companies are included in this definition of organizations.
- Disclose to the appropriate CSHP authority the solicitation or acceptance of donations, gifts, or other benefits for the use by CSHP, from a person or organization that conducts business with CSHP where such solicitation or acceptance could influence or be perceived to influence the performance of CSHP duties and functions.
- Will not grant preferential treatment in relation to any CSHP matter to a Stakeholder Associate or to organizations in which the Stakeholder or a Stakeholder Associate has an interest, to the detriment of CSHP or those having dealings with CSHP.
- Will not benefit from, make personal use of or disclose confidential information to a Stakeholder Associate, or to an organization that employs the stakeholder that is obtained in the course of performing CSHP duties.
- Not benefit from the use of CSHP facilities, property or resources for anything except in the course of CSHP duties or functions, unless such use has been reviewed and approved by the appropriate level of authority.
- Will not participate in CSHP decisions involving direct benefits such as appointments, retention, promotion, salaries, and leaves of absences or awards to members of their immediate families.

PROCEDURE:

Procedures for Declaring and Resolving Conflicts of Interest:

Preamble:

The potential for a duality of interest is inherent in any situation in which individuals in decision-making roles are chosen for their expertise, their leadership in other fields or their specialized representation of specific community or institutional interests such as occurs with ex-officio appointments. This duality of interest can be beneficial to and consistent with the primary goals of CSHP.

Adherence to this Policy and its principles helps to ensure that the best interest of CSHP is the focus of all Stakeholders in the performance of official duties and functions. These procedures are designed to provide timely, equitable and objective means to declare, report, investigate and resolve potential or actual conflicts of interest.

A. National Board and Branch Councils – Annual Declarations

Annually, within one month following the Annual General Meeting, all National Board members shall disclose any outside activity, which might create a conflict of interest with the Society to the Executive Director. The Executive Director shall maintain the disclosures on file and provide one copy of each to the President. The President-Elect shall receive one copy of the President's disclosure.

Branches will also follow a similar process and the Branch President will maintain appropriate records. The Branch President will report on the completion of this activity to the Executive Director after the branch Annual Meeting. A short letter to the Executive Director accompanying the financial statements of the branch will satisfy this requirement. The letter should verify that the Branch President has received conflict declarations from the branch council and that all committee members at the branch are aware of the Conflict of Interest Policy.

Members of the CSHP Research and Education Foundation Board will disclose any potential conflicts to the Chair annually in a similar fashion to the National Board.

B. Leadership Positions – Ongoing Declarations

For clarity Leadership Positions refers broadly to stakeholders who are Board Members, Committee / Task Force Members, PSN Chairs, Canadian Pharmacy Residency Board Members, CSHP Research and Education Foundation Members, CJHP Editorial Board and Branch CSHP Board and Councils/Committees. Councils, affiliated boards and committees refer to any one of the aforementioned bodies.

Members in a leadership position, who believe themselves to be in conflict, with respect to items before the council, affiliated board or committee, must declare the conflict before the items are dealt with. Where a Member in a leadership position is unsure of whether he or she is in conflict, the Member must raise the perceived or potential conflict with the council, affiliated board or committee. This body will determine by majority vote whether or not it is felt that a conflict of interest exists. The said Member must refrain from voting on whether or not there is a conflict of interest.

Each properly constituted meeting of all CSHP Board, related affiliated boards, committees, task forces and branch councils will contain a standing provision for declarations of conflict of interest. Where the Member has declared a conflict, that person may, at the discretion of the Board, affiliated board or committee, be permitted to participate in the discussion or, instructed to be absent from the room during the discussion. In either case, the person will not vote on the matter under consideration and, for purposes of that matter, not be included in the count for a quorum. In recognition of the fact that the identification of conflict of interest situations is sometimes difficult, members in leadership positions are encouraged to alert fellow council, affiliated board or committee members to possible conflicts on their parts. The member who has been alerted will declare the possible conflict to the chair of the council, affiliated board or committees who will call for a vote if required to rule on the possible conflict. Conflicts resolved at the committee, affiliated board or branch level would be reported to the Board.

Any member in a leadership position who perceives another Member to be in conflict of interest in a matter under consideration must raise this concern with the Chair. The Chair, in turn, must discuss the matter with the member who is perceived to be in conflict and as appropriate, hold further discussions with the first Board Member. If the discussions do not lead to a resolution, the matter must be brought to the Board, affiliated board or committee and that body must determine by majority vote whether or not a conflict of interest exists. The Member perceived to be in conflict must refrain from voting.

Where it has been determined that a member in a leadership position has not declared and /or satisfactorily resolved a conflict of interest situation, the Board, affiliated board or committee will consider the extent to which the duty to act in good faith and in the best interests of the CSHP has been breached in its consideration of the need for redress. Breaches that are deemed by the Board, affiliated board or committee to be severe may result in the removal of the Member from his/her role on this body. Consideration of such situations must be communicated and discussed with the Executive Director and President before action is taken.

If, at any time, a member of a council, affiliated board or committee indicates that they are in an ongoing conflict of interest, which may be perceived to compromise their ability to serve on that body, the Chair of that Board, affiliated board or committee will report the matter to the Executive Director before any action is taken. The National Executive in consultation with the council, affiliated board or committee will determine if the member should excuse themselves from ongoing participation in this group.

C. Employees and Contract Staff

Employees and contract staff acting in the course of their employment have a duty to abide by this Policy. In its application, individuals are afforded the protections provided by contracts of employment and CSHP Human Resource policies.

Where conflicts, real or perceived, do arise, it is the responsibility of the staff member to declare the conflict to the immediate supervisor. The immediate supervisor will document the conflict for the staff-member's file and forward a copy to the Executive Director or appropriate Executive Officer. It is the responsibility of the supervisor, in consultation with the most appropriate level of authority, to determine whether a conflict exists and resolve it. The staff member may request that the most appropriate level of authority review a decision.

Where a conflict of interest situation, real or perceived, involves the Executive Director, the matter will be addressed and resolved by the Board.

Understanding that a conflict of interest may be subtle and not easily recognized, all staff members have a responsibility to alert others to the possibility of a conflict. The staff member who has been alerted will declare the possible conflict to the supervisor who will proceed as noted above.

Where it has been determined that an employee has not declared or satisfactorily resolved a conflict of interest situation, the most appropriate level of authority will consider the extent to which the duty to act in good faith and in the best interests of the CSHP has been breached in considering the need for redress. Breaches deemed by the Executive Director to be severe may result in the termination of employment or termination of the contractual agreement.

D. Alternative Reporting Mechanism

As an alternative process, suspected conflicts of interest may be reported to the Executive Director or President. This alternative process is provided for any person who suspects a conflict of interest and is unwilling to report his/her concerns to the appropriate authority. Under such circumstances, the Executive Director and President will take appropriate action to protect the confidence of such a report, and to investigate the report and circumstances that prevented the person from the normal process.

Appendix 1 Understanding Conflict of Interest

Conflict of Interest Situations - some typical examples:

In most instances, a conflict of interest can be easily resolved through disclosure and implementation of the necessary corrective action. This appendix sets out examples of both conflict and non-conflict of interest situations and circumstances. These examples are intended as illustrations to assist with understanding and application of this policy but are not intended to be the only examples of Conflict of Interest within CSHP. An individual in doubt about the existence of a conflict or its perception is required to make a declaration to the appropriate authority within CSHP.

Self-dealing - promoting the interests of life-partners, family members and personal friends:

- The Executive Director appoints a significant relation (hereinafter defined as life-partner, immediate family member or close friend) as a CSHP employee. (The primary goal of any selection process is to obtain the best possible individual for the job at hand by means of a process that is fair to all the candidates. Where a conflict of interest could be perceived, as in the case of the selection of a significant relation, it should be declared to the appropriate authority who will ensure that a selection process is designed that fairly balances the interest of all participants. Situations that involve direct or indirect supervision of a significant relation may be permitted to continue provided safeguards deemed necessary by the appropriate authority in consultation with the President is in place).
- A committee member recommends dealing with a company to provide service to CSHP with no competitive bid process. The company's owner is the spouse of the committee member. (If no loss has been incurred, a review of the tendering procedure may suffice. If the arrangement was designed to confer unfair advantage to the relative at the expense of the CSHP, removal of the committee member may be in order)

Self-dealing-other:

- A principal investigator uses CSHP research funds or grants to secure personal benefits unrelated to the purpose of the funds - e.g. Purchases a home computer. (Repayment of funds, suspension from future research competition)

Accepting benefits:

- An employee in a position to influence the purchase of goods or equipment accepts an offer from a competing supplier for the free use of a condo in Florida. (Removal from purchasing process, suspension from duty without pay, suspension of privileges. Termination of employment **may be** warranted in this case.)
- A council member or employee accepts an honorarium or consulting fee from a supplier that regularly conducts business with the CSHP. (Disclosure and removal from any involvement in the awarding of business to the supplier)

Influence peddling:

- A Board Member or employee uses position, influence or authority to promote the purchase of goods used by the CSHP, where the individual or a significant relation stands to gain financially. (Person is removed from the purchasing process, disciplinary action taken, and possible removal from the process of the bidder standing to benefit from influence peddling)
- A Board Member promotes the financial interest of his/her constituents in a way that disadvantages the financial interests of CSHP. (The Board may declare the Board Member to have a conflict of interest and instruct that the Board Member be removed from discussions and not vote on the matter, or, in some circumstances, commence the process to remove the Board Member from the Board).

Use of CSHP property for private advantage:

- An employee without the consent of the CSHP operates a private business, on CSHP property - e.g. Use of telephone for long distance calls. (Repayment of any money due and letter of reprimand or suspension from duty without pay or suspension of privileges)
- An employee removes supplies and /or equipment from the CSHP for personal use at home. (Repayment of any money due and letter of reprimand or suspension from duty without pay or suspension of privileges)

Use of confidential information:

- A stakeholder upon learning of the CSHP's plans to purchase neighbouring residential properties secretly purchases all or some of such property and holds it in a spouse's name. (Discipline up to and including termination of employment/privileges, exposure to lawsuits)
- A stakeholder provides the confidential member information (e.g. names, addresses, and credit card numbers) to a friend or relative or to pharmaceutical companies for the purposes of marketing. (Involves breach of confidentiality as well as conflict of interest - Disciplinary action up to and including termination of employment, exposure to lawsuits, removal from office)

Moonlighting:

- An employee in a department which relies on privately generated revenue sets up a competing business in which he/she participates on a part-time basis (Employee may be instructed to choose between working for the Department in CSHP and the private interest)
- An employee engages in outside employment to the extent that it interferes with his/her ability to devote sufficient time and energy to CSHP responsibilities. (The performance problems are noted and employee advised that the moonlighting as it relates to ability to perform as a CSHP employee might result in discipline up to and including termination).

Conflict of Commitment:

Many members of CSHP staff and the Board have commitments to other institutions and organizations. Conflict arises when commitments to other employer(s) come into conflict with obligations to CSHP. Such conflict should be resolved on an individual case by case basis in consultation with the appropriate CSHP leadership.

Examples of non-conflict of interest situations and resolved conflicts

- An employee solicits gifts for a CSHP golf tournament from suppliers who conduct business with the CSHP and discloses all pertinent information to his/her immediate supervisor and advises the suppliers that the gift will play no role in the award of business. – Note suppliers in this context refers to companies that CSHP buys goods and or services from – not CSHP Board and Branch Reference Manual Page 8 pharmaceutical companies who contribute to CSHP (conflict declared and resolved)
- An employee or Board Member engages in a working lunch paid for by a supplier where the purpose of the lunch was the conduct of CSHP business. (No conflict where such hospitality is within the bounds of propriety, a normal expression of courtesy, or within the normal standards of hospitality and as such is not likely to cast suspicion on the employee's objectivity and impartiality)
- An employee participates in a site visit paid for by a potential supplier in the context of a CSHP sanctioned purchasing process. (No conflict)
- An employee has a business or part time job that does not compete or interfere with CSHP responsibilities. (No conflict)
- A Board Member who operates a local business and bids on a CSHP tender, declares the conflict, absents him/herself from any and all discussion related to the award of the tender and, does not participate in any vote on the matter. (Conflict resolved)
- A Board Member submits the name of an individual that he/she perceives as a good prospective employee to the Executive Director. (Board Members, as well as other internal stakeholders are a valuable source of

referrals in recruitment. In the case of the Board Member, making the Executive Director or his/her designate the pivot for such recommendations from Board Members eliminates the appearance of a conflict)



CONFLICT OF INTEREST DISCLOSURE FORM

Having read and understood the CSHP policy on Conflict of Interest, I hereby make the following disclosure pursuant to that policy.

I understand that disclosure is a continuing obligation and that if there is a material change in my activities or if I become aware of any conflict as to any specific matter, I will make an additional disclosure in accordance with CSHP policy.

I am involved in the following activities:

Consultant positions/advisory panels (list company and products, services or activities involved):

Continuing education activities (listing company and program descriptions):

Publications (list company or periodical and book name, nature of contribution or involvement):

Other professional organizations in which appointive/elective office is held (list organizations and the position):

Other activities:

Print Name

Signature

Date

SECTION EEE: CSHP LOGO POLICY (formerly known as the Branding Policy)

EFFECTIVE: August 13, 2004

REVISED:

April 28, 2017 (Policy)

September 4, 2015 (Procedures)

August 5, 2011

March 10, 2008

POLICY (This policy applies to CSHP and all its branches.)

The corporate identity of the Canadian Society of Hospital Pharmacists (CSHP) will be promoted, strengthened, and protected through the consistent, purposeful, and assiduous use of its official corporate logo.

1. The full or abbreviated CSHP logo (national) should be prominently displayed by all CSHP-related bodies (branches, committees, task forces, PSNs, etc.) on all CSHP proceedings, publications, letterheads, web sites, presentations, or any other visuals.
2. A branch logo is not a substitute for the national logo. The branch logo must always be accompanied by the full or abbreviated national logo. If the branch logo does not include the full name of CSHP, the full national logo must be used.
3. Persons pre-authorized to use the CSHP logo on Society business are Board, Branch Councils, and staff. All other persons, including speakers at CSHP conferences or sponsors, must seek approval from the CSHP Director, Corporate Services.
4. The abbreviated logo may be used provided the full logo is prominently placed elsewhere. For example, the full logo is to be used on the first page of a document and the abbreviated logo used on subsequent pages. If it is not feasible to use the full logo, permission must be provided by the CSHP Director, Corporate Services.
5. The CSHP logo must be positioned so its impact is not diluted by other words or visual elements.
6. The development of a distinct logo by any CSHP body for use in CSHP-related activity must be pre-approved by the CSHP Director, Corporate Services.
 - Distinct logos developed for use in CSHP-related activities should not appear as standalone logos but should be accompanied by the full CSHP logo.
7. The CSHP logo shall be clearly visible and readable against the background colour of the object (e.g., document, presentation slides and lanyards).
8. The CSHP logo cannot be altered or distorted optically in any way, including but not limited to, reproducing the logo or working by hand, substituting the wording with another typeface, or re-spacing the elements of the logo.
9. Reproduction of CSHP's logo must adhere to the Society colours, as defined in this policy.
10. The CSHP logo is not to be used by any person who has been granted permission to use the logo for purposes other than those for which the permission was granted.
11. No person shall assume or use the CSHP logo, or any design so nearly resembling the CSHP logo that it is likely to be interpreted as the CSHP logo, on any letter, pamphlet, notice, handbill, or other items on which a logo can be imprinted without having been given the authority to do this by the CSHP Director, Corporate Services.

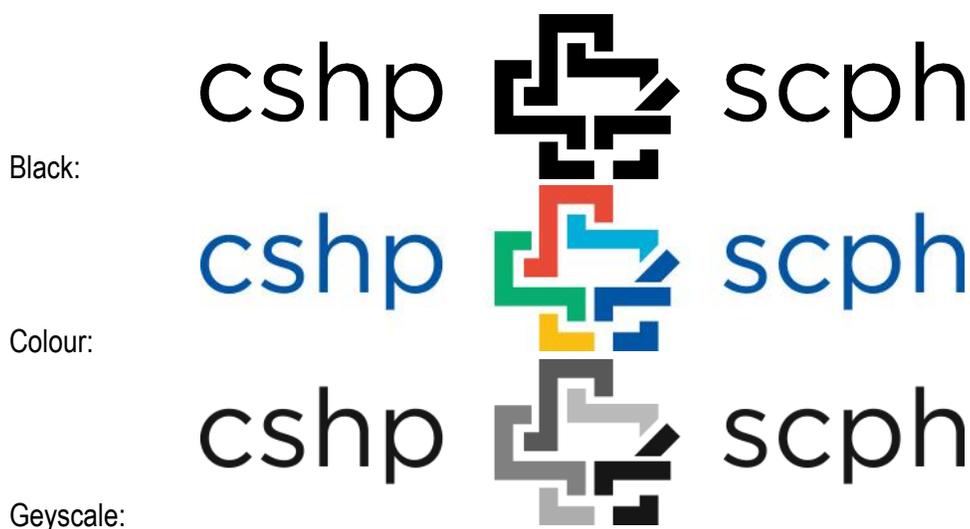
DEFINITIONS:

CSHP Logo:

FULL LOGO



ABBREVIATED LOGO



PROCEDURES

All requests submitted to the CSHP Director, Corporate Services should be submitted by email and include a description, including graphic depiction when possible, of the intended use. Any CSHP body wishing to develop a distinct logo for the use of that body must submit their request to the CSHP Director, Corporate Services. A request for permission should be submitted by email and include a full-size copy of the logo, details of the colours in the logo, and the intended use of the logo.

Updates to the Manual

Date	Section	Pages	Reason
April 2018	Full Manual		Required!
11 Jan 07	AA: Chapter Chair Checklist	53-56	Changes to the non-member fees for CE events as agreed upon during the Chapter Chair Teleconference on 9 Jan 2007.
25 Mar 07	JJ: Research Train-the-Trainer Workshop: Procedures	82-87	New section on procedures for Research Train-the-Trainer Workshop.
25 Mar 07	K: Chapters	41	Add to the Chapter Terms of Reference: The term for this position is two (2) years.
26 Apr 07	Add Terms of Reference: Communications Committee	33	Terms of Reference finalized and sent to Admin Assistant for inclusion in the manual.
30 Apr 07	Revise Sections: DD, EE, and GG	62-68	Revisions made after MCM 2007.
15 Aug 07	Addition of Section Review Schedule	125-126	Creation of schedule to review individual sections of the manual.
30 Aug 07	Update PPC Travel Grant	64	Incorporate the procedure for dispersal of remaining/leftover funds.
4 Sept 07	LHIN Representatives	93	Addition of info re LHIN Reps.
6 Sept 07	Chapter Chair Checklist	55	Revision of CE Insurance policy
15 Sept 07	LL: U of T – 1 st & 2 nd Year Student Sessions	94	Addition of info relating to annual 1 st Year Student Sessions at University of Toronto
18 Dec 07	MM: Chapter Funds	96	Addition of new procedures for Chapter funds
20 Jan 08	NN: Posting Information on the Branch Website	97	Addition of guidelines for posting information on the OB website
19 Mar 08	FFF: Annual National Visits to Chapters Policy	130-131	Addition of guidelines for Annual National Visits to Chapters
28 Apr 08	L: UPS Liaison	46	Change name to Student Liaison from UPS Liaison.
2 Jun 08	EEE: Branding Policy	128	Update to include the approved final version of the Branding Policy
10 Jun 08	Section 4: Organizational Structure	9	Annual sectional review – updated and approved by Executive
10 Jun 08	Section 5: Organizational Chart	10	Annual sectional review – updated and approved by Executive
10 Jun 08	Section 6: Executive Portfolios	11	Annual sectional review – updated and approved by Executive
10 Jun 08	Section 7: Meetings	12	Annual sectional review – updated and approved by Executive
10 Jun 08	Section EE: PPC Travel Grant	64	Updates to implement new procedures as approved at OB MCM 2008.
22 Dec 08	AA: Chapter Chair Checklist	55-59	Addition of OPRA Poster Process & Attachments
23 Mar 09	Section Updates: Refer to schedule next page	17 - 42	Annual sectional review – updated and approved by appropriate Council members.

7 April 09	Update Travel Expense Claim Form	61	Incorporate changes made in National expense claim to keep them in-synch.
5 May 09	Revision to Website Posting Guidelines	97	Slight change in wording for clarification purposes.

BRANCH MANUAL
SCHEDULE OF SECTION REVIEWS

SECTION NAME	DATE OF REVIEW	REVIEWED BY	DATE FOR NEXT REVIEW
Section 4: Organizational Structure	MCM - 2012	Executive	MCM - 2015
Section 5: Organizational Chart	MCM - 2012	Executive	MCM - 2015
Section 6: Executive Portfolios	MCM - 2012	Executive	MCM - 2015
Section 7: Meetings	MCM - 2012	Executive	MCM - 2015
Section 8: Terms of Reference	MCM - 2012	Executive	MCM - 2015
Section 9: Task Forces	MCM - 2012	Executive	MCM - 2015
Section 10: Admin Procedures	MCM - 2012	Executive	MCM - 2015
Section 11: Branch Fees	MCM - 2012	Executive	MCM - 2015
Section 12: Branch Elections	MCM - 2012	Executive	MCM - 2015
Section A: President	MCM - 2013	Current President	MCM - 2016
Section B: President Elect	MCM - 2013	Current President Elect	MCM - 2016
Section C: Past President	MCM - 2013	Current Past President	MCM - 2016
Section C2: Presidential Portfolios	MCM - 2013	Executive	MCM - 2016
Section D: Treasurer	MCM - 2013	Current Treasurer	MCM - 2016
Section E: Delegates	MCM - 2013	Current Delegates	MCM - 2016
Section F: Awards Committee	MCM - 2013	Awards Chair	MCM - 2016
Section G: Communications Committee	MCM - 2013	Communications Chair	MCM - 2016
Section H: Education Committee	MCM - 2013	Education Chair	MCM - 2016
Section I: Membership Committee	MCM - 2013	Membership Chair	MCM - 2016
Section J: Nominations Committee	MCM - 2013	Past President	MCM - 2016
Section K: Chapters	MCM – 2010	Internal Liaison	MCM - 2013
Section L: UPS Liaison	MCM – 2010	UPS Liaison	MCM - 2013
Section M: OPA Liaison	MCM – 2010	OPA Liaison	MCM - 2013
Section O: OCP Liaison	MCM – 2010	OCP Liaisons	MCM - 2013
Section P: OPRA Liaison	MCM – 2010	OPRA Liaison	MCM - 2013
Section Q: CAPSI Liaison	MCM – 2010	CAPSI Liaison	MCM - 2013
Section R: U of T – Faculty Liaison	MCM – 2010	Faculty Liaison	MCM - 2013
Section R: U of W – Faculty Liaison	MCM – 2010	Faculty Liaison	MCM - 2013
Section AA: Chapter Chair Checklist	As required	As required	As required

Section BB: GST Guidelines	MCM – 2013	Treasurer	MCM - 2013
Section CC: Expense Claim Form	As Required	Treasurer/Executive	As Required
Section DD: Honourary Guests – Awards	MCM - 2013	Council	MCM – 2016
Section EE: PPC Travel Grant	As Required	Updated MCM 2009	As Required
Section FF: Guidelines for Making Recommendations and Items for Consideration	MCM - 2013	Executive	MCM - 2016
Section GG: Terms of Reference Template	MCM – 2013	Executive	MCM - 2016
Section HH: Robert’s Rules	N/A		
Section II: Media & Government Relations	MCM – 2010		MCM – 2016
Section JJ: Research Train-the-Trainer Workshop	As needed		
Section AAA to EEE	As changed or updated by National CSHP		
Section P: OPRA Liaison	MCM – 2010	OPRA Liaison	MCM - 2013
Section Q: CAPSI Liaison	MCM – 2010	CAPSI Liaison	MCM - 2013
Section R: U of T – Faculty Liaison	MCM – 2010	Faculty Liaison	MCM - 2013
Section R: U of W – Faculty Liaison	MCM – 2010	Faculty Liaison	MCM - 2013