



**Canadian Society of Hospital Pharmacists
Ontario Branch
Council Terms of Reference**

**CHAPTER CHAIR
TERMS OF REFERENCE**

Revised: November 2021

Included:

APPENDIX A: ORGANIZING A LIVE CE or JOURNAL CLUB EVENT

APPENDIX B JOURNAL CLUB LEAD ROLES and RESPONSIBILITIES

TERM:

Position:	Chapter Co-Chair
Term:	2 years
Status:	Voting
Committee:	At discretion of each Chapter Chair
Responsible to:	Internal Portfolio
Support:	Presidential Officer, Internal Portfolio & CSHP Administrative Assistant supporting OB (OB Admin)

COMPOSITION:

Each Chapter in the Branch has an elected or appointed Chair/Co-Chair. Chapter Chairs/Co-Chairs have the option of developing a committee if that is their preference. The position of Chapter Chair/Co-chair will be endorsed by the Presidential Officer, Internal Portfolio. Chapter boundaries can be found on the OB website.

One Chapter Chair will be determined by the Chapter Chairs collectively to serve as the Lead for CSHP OB Journal Club (see Appendix B for Role and Responsibilities).

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

Executive Portfolios include the following:

1. Internal Portfolio
 - a. Chapter Chairs
 - b. Communications Committee
 - c. Primary Care Committee
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. Membership Committee
 - c. Awards Committee
 - d. Ontario Hospital Pharmacy Management Seminar Committee
4. Other Duties
 - a. Strategic Planning: transitions from President to President on an annual basis
 - b. Nominating Committee (is overseen by the Past President position irrespective of portfolio)

DUTIES:

1. Review CSHP Ontario Branch Procedure Manual for general operating procedures.
2. Complete the Advocacy and Communications Toolkit.
3. 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.
4. Utilize the Presidential Officer, Internal Portfolio and OB Admin as a resource for CSHP-related matters and inform them of any issues they wish to be discussed at Executive, Council, or other meetings.
5. Attend scheduled Chapter Chair teleconferences (Co-chairs can attend on a rotational basis).
6. Stay connected with Chapter membership by sending regular emails, newsletters, event invitations, etc. Updated membership list divided by Chapters is circulated by OB Admin on a monthly basis. **NOTE: Member email addresses are not to be shared with anyone under any circumstance.**
7. Provide 2 to 3 live continuing educational programs per year (IN-PERSON or WEBINAR formats – see Appendix A) and plan Residency Nights for Chapter membership where applicable. Local funding may be arranged through Pharmaceutical Representatives or program registration fees.
 - Chapter Chairs / Co-Chairs (including the Journal Club Lead) shall host one journal club session per year for CSHP-OB Journal Club. This requirement is organized by the Journal Club Lead and can be delegated to a designate. The designated presenter may include a CSHP member, guest, pharmacy resident, or student in the Chapter.
 - See Appendix A for hosting a Journal Club event
8. Support the CSHP-OB Membership Committee by:
 - Serving as a liaison between the Branch and the Chapter membership.
 - Email introductions to new members (a monthly list is provided by OB Admin)
 - Promote membership renewal (list of lapsed members is provided by OB Admin in July or August)
9. Support Communication Committee by:
 - Sourcing / collecting articles to be included in upcoming editions of HPO.
 - Provide Chapter Updates for inclusion in HPO
10. Provide OB Admin with updated content and event information for inclusion on website.





11. Facilitate Pharmacy Awareness Week in the Chapter.
12. Promote and support CSHP Ontario Branch to members and colleagues.
13. Recruit replacement Chair and assist in the 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 chapters. (i.e. surplus from sponsorship vs. expenses for any event)
3. OB Admin has a CSHP credit card that can be used for expenses or Chapter Chairs/Co-chairs can be reimbursed for expenses upon submission of the standardized expense claim form along with 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/Co-chair.

TRANSITION FOR NEW CHAIRS

1. Chapter Chair terms are for two years (usually transitions occur at the AGM in November) but can be renewed for one additional term.
2. When transitioning out of the role, Chairs/Co-chairs are asked to recruit a replacement Chair/Co-chair.
3. Provide incoming Chair/Co-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: HOSTING EVENTS

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.

NOTE: Liability insurance for the event is required and provided to Ontario Branch through CSHP's National comprehensive general liability insurance. This insurance covers all events held by Ontario Branch including Chapter CE Events.

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

ORGANIZING A JOURNAL CLUB EVENT

Checklist:

1. Three (3) weeks before event (minimum):
 - Select date, time and duration
 - Book conference/meeting line through Anne Stacey (minimum three weeks before journal club session)
 - Select article:
 - Select any backgrounder articles (only if applicable) to help reader develop context
 - May consult Dropbox for article PDFs and topic suggestions (<http://www.dropbox.com/home/Journal%20Club>)
 - Complete Journal Club Invitation template
 - Send Journal Club Invitation and article to Anne Stacey/communication chairs
 - Compile list of RSVPs
 - Respond to RSVPs with teleconference “Go To Meeting” link (as will not be advertised in journal club invitation) and PDF copy of article
2. One (1) week before event:
 - Send reminder email to attendees who have RSVP'd
3. Day of event:
 - Ask attendees to introduce themselves (as individuals or a site)
 - Inform attendees that a survey will be distributed following the event
 - Add new participants to RSVP list (if possible) to ensure receipt of evaluation survey link sent after the event
4. After event:
 - Send follow-up resources to journal club attendees (if applicable)
 - Send evaluation survey link to journal club attendees (<https://form.simplesurvey.com/f/s.aspx?s=f41b23ea-b967-420a-8c14-2ea9734b75a5&lang=EN>)
 - Send final list of attendees to OB Admin

Communication Chairs/OB Admin:

- Maintain and distribute Journal Club sign-up sheet (Google Docs)
- Distribute Journal Club Invitations
 - Journal Club Invitation and copy of article in eBlast to members
 - Journal Club title and link or reference to article to be posted on CSHP OB website and social media platforms

OB Admin:

- Book videoconference meeting line as requested
- Compile evaluation survey results and send to journal club host





- Open a new Dropbox folder and invite chapter chairs to add suggested articles (full text PDFs) and topics (Word document). Add suggestions mentioned in the survey to the folder.
- Compile and maintain master list of RSVPs and evaluation survey results

Journal Club Lead

- Oversee Journal Club scheduling and provide support to journal club host in all above activities
- Purpose is to sustain momentum of Journal Club

Journal Club Presenter

- If not the same as the Journal Club Host, the duties of the Presenter are described in section above entitled "Day of Event"
- The Presenter can be a pharmacist, pharmacy resident/intern, or student. Preference is given to CSHP members, however, non-CSHP members may be able to present at the discretion of the hosting Chapter Chair as a means to promote membership

Journal Club Guest

- Permitted to access Journal Club events through the registration of a CSHP member in the chapter
- Viewed as potential CSHP members

APPENDIX B: JOURNAL CLUB LEAD

Roles and Responsibilities of the Journal Club Lead:

- Represent the Internal Portfolio of CSHP OB Journal Club
- Fulfill a minimum term of 2 years
- Support Journal Club Sustainability
 - Directly engage with Journal Club Liaison from the Education Committee and Chapter Chairs to select and schedule monthly sessions.
 - Consult with Primary Care Committee, OPRA Liaison and Student Liaisons as needed for topics relevant to primary care pharmacist, pharmacy residents/ interns, and pharmacy students.
 - Respond to inquiries about Journal Club and serve as an information resource for members
 - Inform administration of upcoming events for distribution via Communications Committee
 - If the Chapter Chair of the hosting chapter is not available, support Journal Club presenter with delivery of a Journal Club session (including set up of video conference test run, mediation of discussion board)
 - Perform updates of Journal Club Reference Materials in CSHP-OB Dropbox on an annual and as-needed basis
 - Promote Journal Club events on an ongoing basis to generate interest among members and non-members
 - Provide updates about Journal Club in the final report to Council, at Chapter Chair Meetings, and when required by Council
 - Includes: composing an annual (or biannual) feature in the HPO
 - Estimated time commitment: up to a maximum of 2 hours per month

