



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

EDUCATION COMMITTEE CHAIR

TERMS OF REFERENCE

Revised: February 2020

TERM:

Position:	Education Committee Chair
Term:	2 years
Status:	Non-Voting
Committee:	Maintained by Chair
Responsible to:	Vision Portfolio
Support:	Presidential Officer, Vision Portfolio, CSHP Administrative Assistant (OB Admin)

COMPOSITION:

This position is appointed by Council or may be nominated by the Education Committee for approval by Council. The Chair/Co-Chairs shall maintain an Education Committee consisting of a minimum of 5 members. Committee members are appointed by the Committee Co-chairs. The Committee Chair/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 sponsor tracking list and meet or exceed sponsorship targets
 - Maintain event budget
 - Maximize attendance through promotion
 - Organize logistics and catering
- Designate one volunteer to serve as Liaison to Ontario Branch Journal Club*
 - Will represent the Education Committee from the Vision Portfolio
 - Will report to the Education Committee summarizing activities for inclusion in the semi-annual Report to Council
 - Will normally be for the full 2 year term of the member on the Education Committee
 - Work with the Chapter Chairs' CSHP OB Journal Club Lead to:





- Assist with recruitment of Journal Club hosts, topics, and speakers across Ontario Branch, to align with educational needs of members or as identified by the Education Committee
- Respond to inquiries about Journal Club and serve as an information resource for members. Promote Journal Club events to foster interest in CSHP membership
- Review updates of Journal Club Guidance Materials in Drop Box (see link below)
- Contribute to articles for the HPO debriefing CSHP OB Journal Club (annually or biannually)
- Anticipated time commitment: 1 hour per month

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 OF THE CHAIR/CO-CHAIRS:

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.
 - Submit a report (using the standard template) at each Council meeting describing their activities, financial status and any recommendations to Council. One Chair is required at Council meetings and Co-Chairs are asked to attend on a rotational basis.
 - Review CSHP Ontario Branch Procedure Manual for general operating procedures.
 - Complete the Advocacy and Communications Toolkit.





- Review annually the committee's goals and objectives and discuss/re-evaluate them with the Presidential Officer, Vision Portfolio.
 - Provide regular updates to the Vision Portfolio Executive member.
 - Ensure that a Liaison is appointed who will sit on the CSHP OB Journal Club maintaining an active link between the Journal Club and the Education Committee for educational planning purposes
2. The Chair/Co-chairs 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/Co-chair will recruit a replacement Chair and assist in transition of duties. At end-of term the Education Chair/Co-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.

*Supporting documents for CSHP OB Journal Club are found in the dropbox folder: (<http://www.dropbox.com/home/Journal%20Club>). For complete description of the Chapter Chair Journal Club Lead Roles and Responsibilities, please see Appendix B of the Chapter Chair Terms of Reference.

