



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

**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:

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, OPRA 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 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.

