



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

**PRIMARY CARE CHAIR  
TERMS OF REFERENCE**

**Revised: August 2017**

**TERM:**

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

**COMPOSITION:**

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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:**

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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**

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1. None

#### **TRANSITION**

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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.

