

Canadian Society of Hospital Pharmacists Ontario Branch Council Terms of Reference

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.

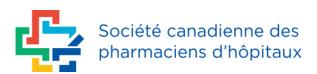
The role of the Primary Care Chair is to help keep CSHP-OB Council aware of current issues, challenges and successes incurred by pharmacists practicing in primary care settings. The Primary Care Chair will represent the voice of CSHP-OB members who practice in primary care settings.

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



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- 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

1. 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.

