



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

**FACULTY LIAISON – SCHOOL OF PHARMACEUTICAL SCIENCES, UNIVERSITY OF OTTAWA
TERMS OF REFERENCE**

Revised: February 2024

TERM:

Position:	Faculty Liaison, School of Pharmaceutical Sciences , University of Ottawa
Term:	1 year - option to renew for additional term
Status:	Non-Voting
Committee:	None
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

COMPOSITION:

The Faculty Liaison position is an active member of the Canadian Society of Hospital Pharmacists who is nominated to represent Ontario Branch-CSHP on the Faculty Council at the School of Pharmaceutical Sciences, University of Ottawa (as per the terms of reference for the Faculty Council).

The Faculty Liaison will act as an Ontario Branch-CSHP (CSHP-OB) representative at the School of Pharmaceutical Sciences, University of Ottawa (SPSUO) in order to enhance communication between CSHP-OB and the SPSUO.

DUTIES OF THE FACULTY LIAISONS:

1. Serve as a member of the Council.
 - Attend all meetings and provide up to date portfolio reports.
 - Provide committee update reports for each in-person Council Meeting.
 - Review CSHP Ontario Branch Procedure Manual for general operating procedures.
2. Ensures the SPSUO is abreast of current Chapter, Branch and National contacts of CSHP.
3. Ensures the SPSUO is informed of relevant information from CSHP Chapters, the Branch or National.
4. Ensures CSHP Chapters, the Branch or National Councils or members are informed of relevant information from the SPSUO.





5. Ensures CSHP members or Branch Council is engaged when the SPSUO is involving or inviting pharmacy stakeholders in its initiatives.
6. Promote and support CSHP Ontario Branch.

FINANCIAL RESPONSIBILITY

None.

TRANSITION FOR NEW FACULTY LIAISONS

The Faculty Liaison – School of Pharmaceutical Sciences, University of Ottawa is responsible for providing the incoming Liaison with Terms of Reference, informing on current OB initiatives, and providing support during transition. The outgoing Council member is responsible for informing the Ontario Branch Administrator of the incoming member's name and how they may be contacted.

