



## HOSPITAL PHARMACY ADVISORY COMMITTEE

### Background

The Board has established the Hospital Pharmacy Advisory Committee.

### Authority

Health Professions Act (HPA) s. 19(1)(t); HPA Bylaws s. 19.

### Mandate

To provide recommendations to the Board or the Registrar on matters relating to hospital pharmacy practice issues.

### Responsibilities

- To meet from time to time to review issues related to the practice of hospital pharmacy that have been directed to the committee by the Board or the Registrar.
- Assist in the development of policies, procedures, guidelines and proposed legislation pertaining to hospital pharmacy practice and standards.
- Assist in the development of information materials for circulation to practicing registrants.
- Recommend appropriate action to the Board or the Registrar regarding hospital pharmacy practice issues.
- Work collaboratively with other College practice advisory committees to ensure a cohesive approach to common practice issues.

### Reporting relationship

The committee as a whole must submit a report of its activities through the chair to the Board annually or as requested by the Board.

### Membership

- At least six full pharmacists or pharmacy technicians appointed by the Board who are practicing in hospital pharmacy (there must be representation from both groups of registrants).

### Term of appointment

- Appointments are determined by the Board and will not exceed 3 years. Appointees are eligible for reappointment by the Board but may not serve more than 6 consecutive years.
- A registrant appointed to the committee ceases to be a member if they are no longer a full pharmacist or pharmacy technician in good standing or if they become a College employee.
- Any committee member may resign upon written notification to the registrar. Committee members who are absent for more than three committee meetings per year automatically forfeit membership on the committee. The chair has the discretion to approve, in advance, an extended absence of any committee member.



## Committee officers

Board appoints a committee chair and vice-chair from among the members of the committee.

## Voting rights

Each committee member is entitled to one vote on all matters coming before the committee.

## Meeting procedures

- Schedule:* As required to fulfill its mandate and responsibilities.
- Format:* In person, by teleconference or by videoconferencing.
- Agenda:* Developed by College staff in consultation with the committee chair with input from committee members.
- Attendees:* Only Hospital Pharmacy Advisory Committee members and College staff are entitled to attend committee meetings, with the exception of invited guests.
- Quorum:* A majority of the committee.
- Minutes:* Drafted by College staff for review and approval at next committee meeting; filed at the College office.
- Secretariat Support:* Provided by the College, including meeting coordination, preparation and distribution of materials and drafting meeting minutes.

## Conflict of interest disclosure

Members must declare conflicts of interest prior to the discussion of individual files or at any time a conflict of interest or potential conflict of interest arises.

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the committee and must either absent themselves from the discussion and voting, or put the decision to the committee on whether they should absent themselves.

## Confidentiality

Each committee member must sign a confidentiality agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

## Remuneration

Committee members may claim honoraria and expense reimbursement in accordance with the Board's policy and guidelines for claiming committee expenses.

## Amendment to terms of reference

The Board may amend committee terms of reference at any time and from time to time.