



COMMUNITY PHARMACY ADVISORY COMMITTEE

Background

The Board has established the Community Pharmacy Advisory Committee.

Authority

Health Professions Act (HPA); HPA Bylaws; Pharmacy Operations and Drug Scheduling Act (PODSA), and PODSA Bylaws.

Mandate

To provide recommendations to the Board on matters relating to community pharmacy practice.

Responsibilities

- Review issues related to the practice of pharmacy which have been directed to the attention of the committee by the Board, committee members or College staff.
- Assist in the development of policies, procedures, guidelines and legislation pertaining to pharmacy practice issues and standards.
- Assist in the development of information materials for circulation to practicing registrants.
- Recommend appropriate action to the Board regarding 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 reports through the chair to the Board. The committee must submit a report of its activities to the Board annually.

Membership

- At least six full pharmacists or pharmacy technicians appointed by the Board who are practicing in community pharmacy.

Term of appointment

Initial appointments by the Board are for one-year or two-year terms, in order to ensure continuity of committee membership. Subsequent terms of appointment must not exceed two years. Members are eligible for reappointment by the Board but may not serve more than three consecutive terms.

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

The committee members will recommend to the Board the appointment of a chair and vice-chair from amongst the committee's members for a term of one year. The committee members will recommend to the Board the appointment of new committee members as vacancies or extraordinary needs arise.

Voting rights

Each committee member is entitled to one vote on all matters coming before the committee. In the case of an equality of votes, the chair shall have an additional casting or deciding vote.

Meeting procedures

<i>Schedule:</i>	As required to fulfill its mandate and responsibilities.
<i>Format:</i>	In person or by teleconference.
<i>Agenda:</i>	Developed by College staff in consultation with the committee chair with input from committee members.
<i>Attendees:</i>	Only Community Pharmacy Advisory Committee members and College staff are entitled to attend committee meetings, with the exception of invited guests.
<i>Quorum:</i>	A majority of the committee.
<i>Minutes:</i>	Drafted by College staff for review and approval at next committee meeting; filed at the College office.
<i>Secretariat Support:</i>	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.

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 task group activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the task group and must either absent themselves from the discussion and voting, or put the decision to the task group 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.