

RESIDENCY ADVISORY COMMITTEE TERMS OF REFERENCE 2023

PURPOSE & PRINCIPLES

Pursuant to the Canadian Pharmacy Residency Board (CPRB) accreditation standards, the purpose of the Pharmacy Practice Residency Advisory Committee (RAC) is to provide general oversight and guidance on design and operation of the program. Specifically, the RAC operates according to the following principles:

- Adherence to current CPRB standards in all aspects of program design and operation
- A consistent and high quality standard across all aspects of the program
- Promotion of continuous improvement and innovation in program design and operation
- Representation of all program stakeholders, including residents, preceptors, and program administrators, in the design and operation of the program
- Current residents have every opportunity to be successful in the program

MEMBERSHIP

The committee shall consist of:

- Residency Program Coordinator (Committee Chair)
- Residency Program Director (Manager, Clinical Programs)
- Director of Pharmacy
- Pharmacy Clinical Coordinators –
 - a) RJH, VGH, NRGH, North Island Hospitals & Primary Care Clinics
 - b) ID & Antimicrobial Stewardship Coordinator
- Pharmacy Manager Geographies 1, 2 and LTC
- Senior Administrative Delegate (1)*
- Interdisciplinary Delegate (1)*
- Residency Preceptors (3)*
- Pharmacy Residency Graduate from previous year (1)*
- Pharmacy Residency Graduate from 2 previous years ago (1)*
- Island Health Co-Chief Residents (2)

*Selected by the Chair to serve a 3-year term, beginning at the fall meeting. Terms are renewable at the discretion of the Chair.

EXPECTATION OF COMMITTEE MEMBERS

A successful residency program is dependent on a healthy RAC. All RAC members are expected to attend and positively contribute to the discussion at scheduled meetings. It is also expected that RAC members will contribute to the successful design and operation of the program and advocate for the program insofar as they are able.

FUNCTIONS

The RAC will:

1. Provide advice on the strategic planning and continuous improvement initiatives of the residency program.
2. Be kept abreast of the progress of the residents through the program, and will be called upon to provide advice to the Program Coordinator, as required. (NOTE: pharmacy resident members will be excluded from these discussions.)
3. Provide advice on the resolution of any outstanding issues brought forward by the Program Director, Program Coordinator, pharmacy residents and/or preceptors.
4. Vet and approve residency project proposals.
5. Provide support and guidance on the ongoing progress of residency projects.
6. Provide support to the Program Coordinator in the preparation for CPRB accreditation survey visits.

MEETINGS

The committee shall meet in one in the fall, once in the winter, and once in the spring. There may be two meetings in the spring if more than 6 residency projects require review. The spring meeting (s) will be dedicated to project proposal vetting, and will require a quorum of 50% plus one.

QUORUM

A minimum of six committee members attending is required for quorum. Motions are carried by votes of 50% or more of members present.

Last reviewed October 2023