

Canadian Society of  
Hospital Pharmacists



Société canadienne des  
pharmaciens d'hôpitaux

## **PROFESSIONAL PRACTICE ADVISORY COMMITTEE**

Terms of Reference

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**October 5, 2024**

## Professional Practice Advisory Committee

**Type of Committee:** Standing Committee

**Reporting Relationship:** CSHP Board of Directors

### Purpose

The Professional Practice Advisory Committee exists to advance professional practice initiatives in healthcare-systems pharmacy.

### Scope:

#### The Committee will:

- Triage and prioritize the development and revision of professional practice supporting documents to support the strategic plan
- Determine additional areas of study, as needed, in alignment with the strategic plan
- Write and/or amend official resources (e.g. policies, position statements, guidelines, information papers, etc.) for consideration by the Board
- Strike work groups as required and appoint members and/or non-member subject matter experts
- Provide a report to the Board at least twice per year, at the mid-term and fall board meetings.
- The workplan will be updated on a regular basis in conjunction with Board priorities, the budget process, and the strategic plan

#### Convening Authority and Accountability:

- The Committee's convening authority is the Board. The Committee is accountable to the Board for all its actions, recommendations, and deliverables.
- The Committee's Chairpersons or a member designated by the Chairperson, shall report on the results of the Committee's work to the board twice a year at the mid-term/fall board meetings.

### Membership

The Professional Practice Advisory Committee Co-Chairs and Members are appointed by the CSHP Board of Directors. The Committee Chairs and core members must be CSHP members in good standing.

Quorum will consist of 50% of members.

Co-Chairs: The Co-Chairs will consist of one CSHP Board Member and one member of the committee. The CSHP Board Member should have served one year on the committee prior to being appointed Co-Chair.

## Professional Practice Advisory Committee

**Core Members:** A minimum of 5 and maximum of 10 members representing various areas of practice and experience. One core member should be a Board member. In selecting committee members, the Board will strive for balance in geographical, gender, cultural, and linguistic diversity.

**Ex officio Members:** CSHP Presidential Officer, Chief Executive Officer

**Staff Liaison:** Chief Pharmacy Officer

Any committee member may resign upon written notification to the Chairs. Committee members who are absent for more than three committee meetings per year will forfeit membership on the committee. The Chairs have the discretion to approve, in advance, an extended absence of any committee member.

**Terms of Office:** Committee Chair: 2-year term, staggered so that one (1) co-chair is appointed each year.

Committee Members: 3 years, 1 additional 3-year term, 6 years maximum (Renewal of committee members to be staggered.)

### Meeting Frequency

Meetings will be held at the call of the Chair, minimally five times per year.