

SUSTAINABILITY IN PHARMACY IMPLEMENTATION TASK FORCE (SITF)

Terms of Reference

Reviewed / Revised: November 2023

Approved: November 2023

Type of Task Force: Functional

Executive Liaison(s): Sean Spina

Reporting Relationships: CSHP Board

Sustainability Implementation Task Force Terms of Reference

Purpose

The Task Force will implement the short-, medium- and long-term recommendations from each of the 5 pillars (in order of priority) of advocacy and partnerships, education, research and quality improvement, policy and procedure and branding of the recommendations.

The SITF will need to research, review, investigate, study, consult, deliberate, plan and organize activities to ensure the completion and delivery of the recommendation.

Membership

The Sustainability in Pharmacy Task Force Co-Chairs are appointed by the CSHP Board of Directors (the Board). Core Task Force members are appointed by the Task Force Chair and the CSHP Executive Committee. The Task Force must be CSHP Members unless an exception is required to invite a specific point of view or expertise into the Task Force. Where possible, representation or feedback from affiliated pharmacy groups will be sought (i.e. IPPC, BPPC).

Co-Chairs: CSHP Members with suitable knowledge and interest in Sustainability in Pharmacy policy and practice issues. One co-chair must be a current CSHP Board Member.

Core Members: CSHP Members or External Members with suitable knowledge and interest in Sustainability in Pharmacy policy and practice issues. There will be 8-10 Core Members for the Task Force with diverse representation including:

- 1 Pharmacist in a Leadership role (i.e. Manager, Director of pharmacy)
- 1 Representation from Front-line pharmacy staff
- 1 Pharmacy Student
- 1 Pharmacy Technician
- 1 Representative from each tertiary care and community care
- 1 Representative from other collaborative care settings other than hospital (i.e. acute care, ambulatory, LTC, primary care)

Ex officio Members: CSHP Executive Committee, CSHP Chief Pharmacy Officer

CSHP Staff Liaison: Professional Practice Specialist (non-voting member)

Terms of Office:

- Task force will aim to complete their mandate by the 2024 Fall Board Meetings AGM.

Meeting and Records

Co-Chairs and Core Members will generally meet monthly, and the Chairs may call additional meetings as needed. Meetings will occur virtually via videoconference. Corresponding members will be invited to provide insight and feedback on specific items or issues being discussed. Minutes will be taken, distributed and stored in the SharePoint Folder that can be accessed by all SITF members.

Roles and Responsibilities:

Co-Chairs are responsible for:

- Leading the task force in creating an implementation plan
- Setting the meeting agendas
- Preparing Board reports and presentations for the quarterly Board meetings (January, March, June, and October)
- Co-leading the discussion during meeting

Task Force Members are responsible for:

- Providing subject matter expertise
- Attending and actively participating in scheduled meetings
- Developing content to support implementation of sustainability recommendations

CSHP Staff Liaisons are responsible for:

- Coordinating meetings for the SITF
- Creating, distributing and posting meeting minutes and packages
- Supporting the research and development of meeting documents/presentations for background or review
- Tracking progress of SITF alongside the ToR
- Supporting the development of of Board reports and presentations

Goals and Objectives

- The SITF will:
 - Implement in order of priority the recommendations set out by the Sustainability Task Force from each of the 5 pillars identified: advocacy and partnerships, education, research and quality improvement, policy and procedure and branding.
 - Help identify and write funding submissions (eg. Grants for projects)
 - Develop detailed plans to action each of the recommendations
 - Deliver written updates (Board reports and presentations) to the Midterm Board Meeting and the June Board Meeting on the status of each recommendation,