



**Association of Faculties
of Pharmacy of Canada**

**Association des facultés
de pharmacie du Canada**

AFPC Social and Administrative Pharmacy SIG Terms of Reference

Purpose:

Mission: The Social and Administrative Pharmacy SIG shall focus on, promote and address key issues related to social, economic, and administrative pharmacy in pharmacy schools across Canada to ensure that programs are meeting and/or exceeding current and future needs and requirements.

Goal: to serve as a resource for pharmacy faculties and faculty members to help them address issues arising in the area of social, economic, and administrative pharmacy.

Objectives:

- To promote best practices in the field of social, economic, and administrative pharmacy education through program evaluation, content advancement and dissemination
- To scan the environment and disseminate information about best practices in social, economic, and administrative pharmacy, with particular emphasis on education
- To compile and maintain inventory of current shareable/shared resources in the area of social, economic, and administrative pharmacy
- To develop new resources, as needed, for shared use in the area of social, economic, and administrative pharmacy (e.g., slide decks, assessment tools, etc.)
- To identify and promote information exchange about social, economic, and administrative pharmacy amongst leaders, innovators, and other stakeholders
- To establish guidelines for common curricula in the area of social, economic, and administrative pharmacy
- To foster a network which will allow the development and cultivation of research and new education modalities in social, economic, and administrative pharmacy

Membership:

Open to any AFPC member (per AFPC membership directory).

Term:

The length of the term of office for individual members will be reviewed annually by the Council of Deans and Council of Faculties voting members.

Committee Remuneration:

There is no remuneration for serving on the SIG. Contributions are expected to be “in kind”.

Decision Making:

Wherever consensus is not possible, and where required, a vote may be called by the Chair. A two-thirds majority will carry a motion.

Organization:

Chair – sets agenda, presides at scheduled meetings of SIG, assigns charges and oversees SIG activities, and develops and maintains annual budget.

Vice-chair/secretary – assumes duty of Chair if required, and keeps minutes of meetings.

SIG subcommittees/working groups – at the discretion of the Chair, subcommittees or work groups may be created for routine or special purposes.

Communications – e-mail and teleconferences will be the primary means of communication.

Meetings:

The SIG will hold at least one annual meeting per year (e.g. at the annual Social and Administrative Pharmacy Educators of Canada conference, at the annual AFPC Canadian Pharmacy Education & Research conference). Other meetings will be held at the call of the Chair. Meeting minutes should be prepared and distributed to the Executive Director of AFPC.

Reports:

The SIG Chair will provide progress reports as needed and an annual report to the Executive Director (e.g., current activities, implications to AFPC, recommendations, future activities). The reports will be disseminated to the Council of Faculties and Council of Deans for information and review.

Approved February 8, 2017: AFPC Council of Faculties Voting Members