

Terms of Reference

AFPC GERIATRIC SPECIAL INTEREST GROUP

Mission:

The Geriatric SIG shall focus on, promote and address key issues related to geriatric pharmacy education. The SIG will assist programs to address current and future requirements of their curriculum in regard to geriatric pharmacy education.

Goal:

To contribute expertise in geriatric pharmacy education, to serve as a resource for educators and pharmacy faculties in Canada, and to collaborate and support one another.

Objectives:

- To explore new approaches and methods for geriatric pharmacy education and assessment.
- To identify and promote information exchange between pharmacy faculty specializing in geriatrics in Canada.
- To promote best practices in geriatric pharmacy education.
- To develop and/or share program resources between schools/faculties.
- To liaise with stakeholders to ensure geriatric education is meeting their needs.

Membership:

All faculty members (updated annually) interested in geriatrics, open to any AFPC members (per AFPC membership directory).

Term:

Chair, Vice-Chair and Past-Chair (Executive) to each serve a minimum of one year but ideally a three-year term, progressing from Vice to Chair to Past Chair. These positions are nominated by and selected from voting members.

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. The Chair will only cast a vote if there is a need to break a tie vote.

Organization:

- Chair – sets agenda, presides at scheduled meetings of SIG, assigns charges and oversees SIG activities. Oversees work of all sub-committees and/or task forces/projects.
- Vice-chair / secretary – assumes duty of Chair if required, and keeps minutes of meetings. Identifies members to nominate for incoming Vice-Chair position at AGM.
- Past-Chair – Provide advice to the Chair and continuity to the Executive.
- SIG subcommittees / work groups– at the discretion of the Chair, subcommittees or work groups may be created for routine or special purposes.
- Communications – Email and teleconferences will be the primary means of communication.

Meetings:

The SIG will hold at least two meetings per year (mid-year/annual meeting) either face to face or teleconference. The annual meeting should be held in conjunction with the AFPC meeting conference.

Reports:

The AFPC Geriatric SIG will report to the Council of Faculties. 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.

Committee Remuneration:

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

Submitted by: Louise Papillon-Ferland & Cheryl Sadowski, November 20, 2022

Approved by: AFPC Council of Faculties, February 21, 2023