

Terms of Reference

AFPC Pharmacy Experiential Program – Canada Special Interest Group (PEP-C SIG)

Purpose:

Mission: The Pharmacy Experiential Program – Canada Special Interest Group (PEP-C SIG) shall focus on, promote and address key issues related to experiential education in pharmacy schools to assist programs to meet and/or exceed current and future needs and requirements.

Goal: To contribute expertise in pharmacy experiential education, to serve as a resource for preceptors/practice educators and pharmacy faculties in Canada, and to collaborate and support one another.

Objectives:

- To scan the environment and disseminate information to relevant stakeholders (e.g. AFPC, ADPC, CCAPP) about the current state of experiential education.
- To compile and maintain inventory of current shareable / shared program resources.
- To develop and/or share program resources (e.g., Preceptor/Practice Educator Development, Policies, tools and measures) between schools/faculties.
- To explore new approaches and preceptor/practice educator–student models to build placement capacity.
- To identify and promote information exchange about program evaluation.
- To identify and promote best practices in Experiential Education.

Membership:

All experiential education faculty members (updated annually), and open to any AFPC members with interest in experiential education (per AFPC membership directory).

Ten voting members, one representing each School/Faculty/College of Pharmacy in Canada (usually the Director or Experiential Coordinator and excluding the Chair).

Term:

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

Committee Remuneration:

There is no remuneration for participating 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. In the event of a tie, the Chair will be the deciding 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. Liaises with stakeholders (e.g. CSHP, CPhA) to explore experiential program topics at their annual meetings.

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 SIG Chair will provide progress reports 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.

Revised and accepted by PEP-C SIG: March 12, 2020

Approved by: AFPC Council of Faculties: August 20, 2020