



**Association of Faculties
of Pharmacy of Canada**

**Association des facultés
de pharmacie du Canada**

AFPC Skills Lab SIG Terms of Reference

Purpose:

Mission: The Skills Lab SIG shall focus on, promote and address key issues related to practice skills education in a simulated pharmacy lab environment. The SIG will assist programs to address current and future requirements of their skills lab.

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

Objectives:

- To explore new approaches and methods to pharmacy skills education and assessment.
- To identify and promote information exchange between practice skills faculty in Canada.
- To establish guidelines for best practices in practice skills education.
- To develop and/or share program resources (e.g. assessments, tools and measures, lab resources) between schools/faculties.
- To liaise with stakeholders to ensure skills education is meeting the needs of the practice environment (e.g. AFPC, PEP-C, etc.).

Membership:

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

Ten voting members, one representing each School/Faculty/College of Pharmacy in Canada (usually the Practice Skills Coordinator or designate).

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.

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. 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 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.

Approved February 4, 2016: AFPC Council of Faculties Voting Members