**BC HOSPITAL PHARMACY PRACTICE RESIDENCY PROGRAMS COMMITTEE**

**Terms of Reference**

**Committee Name:** BC Pharmacy Practice Residency Programs Committee (PPRPC)

**Type:** Standing

**Chair:** Annual rotation

**Accountability**

The PPRPC is accountable to the BC Pharmacy Directors Council, with guidance from the BC Pharmacy Practice Residency Program Directors.

**Communication**

• Chair (or designate) to distribute all meeting minutes to BC Pharmacy Directors Council

• Chair to attend BC Pharmacy Directors Council meetings quarterly and otherwise serves as liaison

**Affiliation**

The PPRPC is affiliated with the University of British Columbia Faculty (UBC) of Pharmaceutical Sciences

and the Canadian Society of Hospital Pharmacists.

**Purpose**

The BC PPRPC is a collaborative group that works towards uniformity in the quality and delivery of pharmacy residency education. The PPRPC comprises the Program Coordinators of all BC residency programs and a representative from the University of British Columbia Faculty of pharmaceutical Sciences. The PPRPC meets on a monthly basis during the academic year to discuss operational issues common to all programs. Additional meetings are held to facilitate the joint residency application, screening and selection process.

In brief, the PPRPC is responsible for carrying out the following tasks:

• Planning and execution of the provincial pharmacy practice residency application, screening and selection process

• Planning and execution of provincial residency-related (e.g. annual residency research event, residency certificate presentation)

• Evaluation of residents on BC-wide resident activities (e.g. case presentations, research poster presentations)

• Consultative support between Program Coordinators for program and/or resident-related issues

• Advocacy for the BC Pharmacy Practice Residency Programs

**Authority**

Quorum is attained when a majority of Coordinators are present. The committee members are active agents in decisions regarding the following:

1. Application of potential residents and initial screen of applicants to the programs.

2. Execution of common programming.

3. Allocation of approved resources.

4. Advice on operational standard interpretation.

**Timeframes, Reporting & Deadlines**

The Committee will meet at least 6 times a year.

**Membership**

• Coordinators from each program

• UBC Faculty of Pharmaceutical Sciences liaison

Portfolios are reviewed annually and assigned as follows:

• Chair

• Treasurer

**Program Support**

Administrative assistance for application process and management of financial resources is provided by the UBC Faculty of Pharmaceutical Sciences.

**Other Resources**

• Funding for the PPRPC operations and events provided by health authorities and approved by the BC Pharmacy Directors Council.

• Health authorities provide space for meetings.

• UBC Faculty of Pharmaceutical Science provides website space and on-line application process.

**Approval / Review Date**

February 2018

To be reviewed every 2 years.