



Canadian HIV And Viral Hepatitis Pharmacists Network  
(CHAP)

*Réseau Canadien des Pharmaciens en VIH et Hépatites Virales*

**CHAP National Clinical Observership Program**

**Application Process**

**Purpose**

To enhance HIV clinical knowledge and drug expertise of pharmacists, to increase awareness of different practice sites and clinical program strengths, and to promote professional collaboration between different centres across Canada.

**Who can apply**

- New pharmacy practitioners will have the opportunity to enhance their clinical skills and expertise through clinical shadowing/teaching with an experienced HIV pharmacy practitioner at an established practice site.
- Experienced CHAP members may also apply to the program to gain experience in a new clinical area (e.g., HIV pediatrics, perinatal care, First Nations communities, etc) or to obtain exposure to a new skill/program (e.g., HIV PrEP, therapeutic drug monitoring, community pharmacy point-of-care HIV testing, etc) which could enhance the provision of patient care at their own practice.
- Applicants may also request that a preceptor travel to their site for the learning experience.

**Applicant Eligibility Criteria**

- Applicant has been a Canadian CHAP Member for at least 4 months, and can be from the Working Group OR a general member (*Pharmacists who are not current members of CHAP may apply for membership. Membership is free and open to any pharmacist interested in HIV practice <https://hivclinic.ca/chap/network.php>*)
- Demonstrate long-term commitment to remaining in the field of HIV (e.g., for at least 1 year after completion of the observership)
- Express interest/willingness to serve as an observership preceptor for future applicants.
- Priority will be given to applicants who are either starting or are newly employed in an HIV practice setting, or who wish to institute a new clinical program/service at their current site of employment.
- Applicant has not received a CHAP Observership Grant in the past year.



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**Clinical Observership Program Submission: Required Elements**

For the Applicant:

A written proposal (no more than 2 pages) which includes:

- Description of applicant's current practice site, roles and responsibilities, type and size of HIV population served
- Goals and learning objectives (including how the observership will fulfill a learning need/gap in knowledge or practice)
- Desired preceptor/area of practice. If the applicant has not secured a preceptor but would like to be matched with a site to best meet learning needs, the grant committee will assist with that process. A preceptor should be a pharmacist with recognized experience in the area; a non-pharmacist preceptor may also be considered depending on the site/goals and objectives of the desired observership.
- Availability/anticipated time of preceptorship
- Budget (travel, accommodations, per diem, institutional costs). If an additional funding source is being solicited, the funding source, amount, and decision date for that funding source is to be declared. It is assumed that the budget will include the most economical means of travel and accommodation.
- NOTE: the following activities are not eligible for an observership grant:  
*conference attendance and related travel; residency and fellowship programs; accredited academic degree programs; and research projects.*

2. Applicant's curriculum vitae may be requested if applicant is new to HIV and CHAP.

From the Preceptor:

Please enclose a note (1 page maximum) which includes the following information:

- applicant name, job title, work site, address, e-mail and phone number
- preceptor name, job title, work site, address, e-mail and phone number
- a brief description of the clinical area and the knowledge and skills that could be gained from the observership
- confirmation that the preceptor has agreed to this observership



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- confirmation that all host site/paperwork requirements are/will be fulfilled.

All submissions are to be sent electronically to the CHAP Observership Program Committee c/o [alice.tseng@uhn.ca](mailto:alice.tseng@uhn.ca)

All applications will be reviewed by the CHAP Observership Program Committee. Applicants will be notified of the status of their submission within one month of the submission deadline.

Applicants granted an observership are required to confirm acceptance in writing/email. Observerships should be arranged and undertaken within 6 months of acceptance. If arrangements are not made within the stated time period, the observership approval will be withdrawn unless reasonable justification is provided.

See more at: <https://hivclinic.ca/chap/activities.php>