

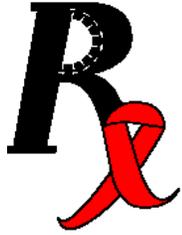


Canadian HIV And Viral Hepatitis  
Pharmacists Network

*Réseau Canadien des Pharmaciens en VIH et  
hépatites virales*

*Terms of Reference*

*2017*



Canadian HIV and Viral Hepatitis Pharmacists Network  
*Réseau Canadien des Pharmaciens en VIH et Hépatites Virales*

## Terms of Reference (2017)

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Canadian HIV and Viral Hepatitis Pharmacists Network  
*Réseau Canadien des Pharmaciens en VIH et Hépatites Virales*

## Terms of Reference (2017)

### 1. Description of Organization

The Canadian HIV/AIDS Pharmacists Network/*Association Canadienne des Pharmaciens en VIH/SIDA* (CHAP/ACPV) was formed in January 1997, and is comprised of pharmacists involved in HIV practice across Canada. Members meet on an annual basis, communicate regularly through e-mails, and collaborate on a variety of projects and publications. In 2017, the name of the group was changed to the Canadian HIV and Viral Hepatitis Pharmacists Network/*Réseau Canadien des Pharmaciens en VIH et Hépatites Virales* (CHAP) in order to reflect the involvement of many CHAP members in management of both HIV-viral hepatitis coinfection and hepatitis mono-infection.

The membership structure includes a working group (made up of provincial representatives) and a general membership of pharmacists with an interest in HIV and/or viral hepatitis. All pharmacists wishing to join CHAP may do so free of charge, and are welcome to participate in e-mail discussions and attend the annual network meeting, in accordance with the “Network Structure” information which follows.

### 2. Mission Statement

To bring together pharmacists with a clinical and research focus in HIV/AIDS and/or viral hepatitis to optimize patient outcomes and promote the profession of pharmacy through communication, education, research, and clinical practice.

### 3. Goal

- 3.1. To promote cross-country sharing of experiences, expertise and information to improve patient care.
- 3.2. To develop practical, clinical guidelines on the role of the pharmacist in caring for patients with HIV/AIDS and/or viral hepatitis.
- 3.3. To collaborate on research protocols.

- 3.4 To share continuing education resources, in order to make information on HIV and/or viral hepatitis drug therapy more accessible to community, hospital and ambulatory pharmacists and other health care professionals, as well as patients.
- 3.5 To foster the development of HIV/AIDS and/or viral hepatitis pharmacist mentors.
- 3.6 To promote the pharmacists role in HIV and/or viral hepatitis therapeutics on a national level.

## 4. Network Structure

All committee members must be actively involved in HIV/AIDS and/or viral hepatitis clinical care, education, or research. All positions are voluntary.

### 4.1 *Executive*

The executive will consist of Past-Chair, Chair, Secretary and Treasurers.

#### 4.1.1 Past–Chair

- 4.1.1.1 Assumes this role after 1 year as Chair.
- 4.1.1.2 One year position as Past-Chair, with responsibilities ending after the annual meeting.
- 4.1.1.3 Responsibilities include:
  - Support Chair as appropriate;
  - Continues to lead projects as assigned by the Chair;
  - Conducts email survey to re-affirm working group status for all working group members following the annual meeting, in cooperation with the Chair.

#### 4.1.2 Chair

- 4.1.2.1 Assumes this role after 1 year as Secretary.
- 4.1.2.2 One year position as Chair, with responsibilities ending after the annual meeting.
- 4.1.2.3 Responsibilities include:
  - Coordinating network activities for the year;  
Organizing the agenda for the annual meeting;
  - Securing sponsorship funding to support the activities of the network;
  - Managing the finances of the Network, in cooperation with the Treasurer;
  - Representing CHAP as necessary with respect to issues that directly or indirectly affect HIV and/or viral hepatitis pharmacists in Canada;
  - Assists the Past-Chair to re-affirm working group status for all working group members following the annual meeting.
- 4.1.2.4 Shall receive funding (\$2000) to support attendance at one international or other HIV/AIDS meeting to represent the CHAP network at that meeting.

#### 4.1.3 Secretary

4.1.3.1 Elected by working group membership.

4.1.3.2 One year position, then assumes the role of Chair.

4.1.3.3 Responsibilities include:

- Recording minutes at annual meeting;
- Disseminating information to network members;
- Publishing a Network newsletter twice a year;
- Coordinates activities of other working group members (Example: research updates, awards, appointments, new members and other factors) which highlight the group's activities within the group for inclusion in the newsletter.

#### 4.1.4 Treasurers

4.1.4.1 Elected by working group membership;

4.1.4.2 Shared by two working group members preferably from the same city.

4.1.4.3 Elected at the annual meeting.

4.1.4.4 Responsibilities include:

- Managing the finances of the network, in cooperation with Chair;
- Provide annual financial statement at annual meeting.

#### 4.2 *Working Group Members*

4.2.1 Nominated through the Nomination Process (See Organization and Operation section 5.5).

4.2.2 Have voting privileges within the Network.

4.2.3 Provide regional/provincial representation associated with a practice setting located in Canada.

4.2.4 Re-affirm their working group status by meeting at least 4 of the following 6 responsibilities:

4.2.4.1 Participation in regular e-mail discussions and contribution to a written regional update twice yearly for the newsletter.

4.2.4.2 Taking an active leadership role in initiating or completing a CHAP initiative. A group project will be considered a CHAP initiative if it is identified as a priority project at the annual meeting and at least 3 different geographical regions are participating;

4.2.4.3 Committing to actively participate in at least 1 group project every 2 years (includes attending separate working group meetings);

4.2.4.4 Attending the annual meeting at least every two years;

4.2.4.5 Dissemination of information and/or coordination of efforts with other pharmacists in their region as appropriate;

4.2.4.6 Serving on the Executive. A working group member would normally be eligible to serve on executive after a minimum of 2 years as a working group member and attendance at minimum of 2 CHAP AGMs.

4.2.5 Complete the Annual Working Group Activity Survey to re-affirm their working group status upon the Chair's request following the annual meeting. (see Appendix 1)

4.2.6 There will be no maximum number of working group members; however, in general, funding for up to 20 travel grants is available annually.

#### 4.3 *General Members*

4.3.1 Do not have voting privileges.

4.3.2 Optional responsibilities include:

4.3.2.1 May participate in e-mail discussions;

4.3.2.2 May participate in various group projects depending on interest/availability;

4.3.2.3 May attend annual general meeting. If representing a working group member, may be considered for the grant to partially cover travel expenses.

4.4 Subcommittees and ad-hoc working groups can be formed if needed.

4.5 Pharmacists currently employed by a pharmaceutical company are not eligible for Network membership, in order to avoid any perception of conflict of interest.

### **5. Organization and Operation**

#### 5.1 Meetings

5.1.1 The network shall meet annually, in connection with the Canadian HIV/AIDS Research (CAHR) conference as arranged by the Chair. There shall also be frequent email communication amongst the Working group members, and there may be subcommittee meetings as deemed necessary.

5.1.2 A quorum shall be a majority of the Network working group members.

Quorum is defined as 50% plus one. If attendance at the annual meeting is less than quorum, voting will be performed by email following the meeting.

#### 5.2 Travel grant funding policy for Annual Meeting

5.2.1 Travel grants may be available to partially cover expenses related to attendance of the CHAP Annual Meeting.

5.2.2 Approximately 20 grants will be made available to qualifying working group members each year according to the Travel Grant Allocation Policy of CHAP.

5.2.3 Application for travel grants are to be made to the Chair by December 31 of each year.

5.2.4 If less than or equal to 20 working group members apply for grants, the travel grants will be divided equally amongst all eligible working group members, regardless of geographical representation. Travel Grants may be awarded to the General Membership at the discretion of the Executive.

5.2.5 When there are more working group members that wish to attend the annual meeting than allocated spots, grants will be awarded to regions based on the Travel Grant Allocation Policy. Working group members that plan to attend the annual meeting will vote as to how their individual region will assign their allocated travel grants. For example, if 4 pharmacists wish to attend from a region with 2 designated travel grants, the 4 pharmacists could vote to send 2 pharmacists each year for two years or split the grant 4 ways (\$500 each). The four pharmacists are required to individually notify the Chair in writing that they agree with the allocation of the travel grant. All members of that region will be informed of the results of the vote. If necessary, the Chair may be asked to assist with the vote.

5.2.6 A working group member from out of town will receive approximately \$1,000 travel grant.

- 5.2.7 Travel grants are not intended to cover all related travel expenses.
- 5.2.8 Priority will be given to current executive.
- 5.2.9 New members of the working group from provinces that did not previously have representation at an annual meeting will be given priority when allocating travel grants.
- 5.2.10 If a non-working group member representing a working group member attends, the non-working group member is eligible for the travel grant.
- 5.2.11 Travel Grants will not be awarded to members from the host city of the annual meeting.

5.3 CHAP shall properly manage monetary donations from pharmaceutical companies involved in research and development in accordance with Canadian Pharmaceutical Research and Development guidelines. All income and expenditures in the course of the Network business will be recorded in compliance with Canadian generally accepted accounting standards.

5.4 CHAP will retain from the budget a float of approximately \$25,000 after the disbursements to cover operational or project expenses.

5.5 *Nomination Process*

5.5.1 General Membership

Any Canadian pharmacist can request to become a member and any current CHAP member may nominate a colleague for general membership. Requests should be forwarded to the Chair and include complete contact information. Applicants will be added to the group e-mail list ([chap\\_acpv@yahoogroups.com](mailto:chap_acpv@yahoogroups.com)) and the group roster on the private website. International pharmacists can also request to become added to the group email list but are not eligible for working group member status.

5.5.2 Working Group Membership

Following each annual meeting, the working group membership will be reassessed (as per the criteria) and updated. Prospective new members may be recommended by an existing working group member or may request membership. New members are to agree to the responsibilities and the Terms of Reference for CHAP.

5.6 *Change of Membership Status*

5.6.1 General Members

General members who wish to be considered for membership in the working group should follow the process outlined above in Nomination Process – Working Group (section 5.5.2).

5.6.2 Working Group Members

5.6.2.1 Working group members may request to become general members at any time, if changes in their work environment, time commitments, or other factors prevent them from actively participating in group projects.

5.6.2.2 Working group members are expected to fulfill the expectations as outlined in Organization and Operation. If the Network Working Group feels a working group member is not meeting these expectations, the member may be asked by the Chair (in writing) to resign.

5.6.3 Evaluation of Annual Working Group Activity Survey

Following annual meeting, the Past-Chair will request by email survey that working group members re-affirm that they continue to meet the criteria for working group membership status.

5.6.3.1 Working group members who do not meet the criteria for working group membership may request that consideration be made for an exception for their individual situation, i.e. educational sabbatical or maternity leave. Exceptions should be submitted in writing and emailed to the Past-Chair. The member may be contacted for additional information.

5.6.3.2 If any controversy should arise, the member in question will be required within 2 months of receiving a request to make a written submission by email and addressed to the Past-Chair. The member may be contacted for additional information.

5.6.3.3 A Membership committee consisting of the Past-Chair plus the current executive members (current Chair, Secretary and Treasurers) will be formed to make a decision based on all written submissions, and to address any returned surveys where the member does not meet the criteria to continue as a working group member.

#### 5.7 *Website*

Traditionally, The Toronto General Hospital Immunodeficiency website, [www.hivclinic.ca](http://www.hivclinic.ca), supports and maintains the CHAP website, in liaison with the CHAP member at that site. This member also maintains a roster of current members of the Network for purposes of the email listserve.

#### 5.8 *Temporary Modifications to the Terms of Reference*

To facilitate efficient coordination of the activities of CHAP, temporary modifications to the Terms of Reference may be made by the Chair as long as they are approved by the Executive. These changes must be approved at the next Annual Meeting or by through an email vote. (See Organization and Operation – Meetings section 5.1.2: Quorum is defined as 50% plus one of the Network working group members.)

September 11, 2017



**Canadian HIV and Viral Hepatitis Pharmacists Network /  
Réseau canadien des pharmaciens en VIH et hépatites  
virales**

As per the Terms of Reference, the Chair is to re-affirm the working group status for all working group members following the annual meeting.

Name: \_\_\_\_\_

As a working group member, please indicate which of the following working group membership responsibilities you have met in the last 12 months:

1. Participated in regular e-mail discussions. YES  NO

2. Contributed in CHAP annual newsletter. YES  NO

3. Served on the CHAP executive within the last 5 years. YES  NO

4. Actively participated in at least 1 project or publication in the last 2 years which aligns with CHAP's mandate. List the initiatives in which you have participated.

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5. Attended at least one CHAP annual general meeting (AGM) in the last two years. List the year and location of the last 2 CHAP AGMs that you attended.

1. \_\_\_\_\_

2. \_\_\_\_\_

6. Disseminated HIV/viral hepatitis information and/or coordinated efforts with healthcare providers or stakeholders in your geographical region. List or attach examples.

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7. Participated in a CHAP group initiative (involving at least 2 different geographical regions). Please provide a short description.

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To meet the responsibilities of working group membership, 4 of 7 listed responsibilities are required (Please refer to the CHAP Terms of Reference).

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