

HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

RESIDENCY ADVISORY COMMITTEE (RAC)

TERMS OF REFERENCE

MEMBERSHIP (2017/2018 YEAR)

Program Directors:	<p>Dr. Olavo Fernandes Clinical Director of Pharmacy, Toronto General Hospital</p> <p>Mr. Gary Wong Clinical Manager of Pharmacy, Toronto General Hospital</p> <p>M. André Bonnici Director of Pharmacy, McGill University Health Centre</p>
Program Coordinators:	<p>Dr. Alice Tseng HIV Pharmacotherapy Specialist, Immunodeficiency Clinic Toronto General Hospital</p> <p>Nancy Sheehan Chronic Viral Illness Service, McGill University Health Centre Associate Clinical Professor, Faculté de pharmacie, Université de Montréal</p> <p>Dr. Cindy Natsheh Pharmacy Education Coordinator, Toronto General Hospital</p>
Medical Staff:	<p>Dr. Joe Cox Chronic Viral Illness Service McGill University Health Centre</p>
Pharmacy Resident Mentor/Site Leader:	<p>Dr. Laura Murphy Toronto General Hospital</p>
Secondary project Preceptor (guest):	<p>Dr. Isaac Bogoch Immunodeficiency Clinic Toronto General Hospital</p>
Faculty Liaison:	<p>Dr. Reina Bendayan Professor, Dept. of Pharmaceutical Sciences, University of Toronto Career Scientist, Ontario HIV Treatment Network</p>
Resident (2017-2018):	<p>Dr. Salin Nhean</p>

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Terms of Reference:

The Residency Advisory Committee (RAC) is responsible for the oversight of the HIV Advanced (Year 2) Pharmacy Residency Program.

The RAC contains representation from the Faculty of Pharmacy, University of Toronto; University Health Network (clinical, administration, education and research) and McGill University Health Centre (clinical, administration, education and research).

Members are appointed by the Program Director/Coordinators.

The RAC meets at least three times yearly.

Activities:

Review, provide guidance and approve residency project proposal;

Review resident quarterly reports, longitudinal assessment, and progress throughout the program;

Critique and approve the final results of the residency project;

Discuss and monitor actions related to recommendations for improvement of the program.

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Responsibilities of the Members:

The program directors are primarily responsible for the residency program, with delegation of activities/responsibilities to others as needed. The coordinators are responsible for arranging the RAC meetings, distributing agendas, minutes and necessary documents.

The resident will be responsible for taking meeting minutes. Minutes will be reviewed by the Coordinators prior to distribution to the RAC.

The faculty liaison will act as advocate for the resident and provide input and expertise regarding the residency project.

Other members will provide a perspective from their respective disciplines i.e. medicine, administration.

The resident will attend and be prepared for all meetings. The resident will prepare an overview of rotations and activities completed since the last RAC meeting, including strengths and areas of improvement (i.e., the RAC Summary Report).

RAC members will attend at least 2 RAC meetings in person/teleconference per academic cycle.

The coordinator will invite guests as appropriate for each meeting which may include: resident mentors, residency project preceptors, other pharmacy department leaders.