



Canadian HIV and Viral Hepatitis Pharmacists
Network

*Réseau Canadien des Pharmaciens en VIH et hépatites
virales*

Terms of Reference

2022



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Table of Contents

1. **Description of Organization**
 2. **Mission Statement**
 3. **Goals**
 4. **Network Structure**
 - 4.1 Executive
 - 4.1.1 Past-Chair
 - 4.1.2 Chair
 - 4.1.3 Secretary
 - 4.1.4 Treasurers
 - 4.2 Working Group Members
 - 4.3 General Members
 - 4.4 CHAP Emeriti
 - 4.5 Subcommittees and Ad-hoc Working Groups
 - 4.6 Conflict of Interest
 5. **Organization and Operation**
 - 5.1 Meetings
 - 5.2 AGM Grants
 - 5.3 Monetary Donations
 - 5.4 Budget Float
 - 5.5 Nomination process
 - 5.5.1 General Membership
 - 5.5.2 Working Group Membership
 - 5.6 Change of Membership Status
 - 5.7 Website
 - 5.8 Temporary Modifications to the Terms of Reference
- Appendix 1** Working Group Membership Re-affirmation Survey



Canadian HIV and Viral Hepatitis Pharmacists Network
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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 care across Canada. Members are invited to 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 co-infection 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 and/or viral hepatitis to optimize patient outcomes and promote the profession of pharmacy through communication, education, research, and clinical practice.

3. Goals

- To promote cross-country sharing of experiences, expertise and information to improve patient care.
- To develop practical clinical guidelines on the role of the pharmacist in caring for patients with HIV and/or viral hepatitis.
- To collaborate on research protocols.
- 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.
- To foster the development of HIV and/or viral hepatitis pharmacist mentors.
- To promote the pharmacist’s role in HIV and/or viral hepatitis therapeutics on a national level.

4. Network Structure

All members must be a pharmacist and should have an interest in HIV or viral hepatitis care, education or research.

4.1 Executive

The executive will consist of Past-Chair, Chair, Secretary and Treasurers. All positions are voluntary.

4.1.1 Past–Chair

- 4.1.1.1 Assumes this role after 1 year as Chair.
- 4.1.1.2 One year position, 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 and then assumes role of Past-Chair
- 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 and ad hoc meetings throughout the year;
 - 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 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 7 responsibilities:
 - Participation in regular online/email discussions
 - Submit a regional update at least annually for the twice yearly CHAP newsletter
 - Serving on the CHAP executive within the last 5 years. 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 annual general meetings (AGM);
 - Committing to actively participate in at least 1 group project or publication in the last 3 years which aligns with CHAP's mandate
 - Attended at least one CHAP AGM in the last two years;
 - Dissemination of HIV/viral hepatitis information and/or coordination of efforts with healthcare providers or stakeholders in their geographic region;
 - Taking an active leadership role in initiating or completing a CHAP initiative. A group CHAP initiative/project will be presented at the CHAP AGM. Members from at least 2 different geographical regions must participate.
- 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;

4.3 General Members

- 4.3.1 Do not have voting privileges.
- 4.3.2 Optional responsibilities include:
 - May participate in e-mail discussions;
 - May participate in various group projects depending on interest/availability;
 - May attend annual general meeting.

4.4 CHAP Emeriti

- 4.4.1 To honour their expertise and contributions, lifetime membership as CHAP EMERITUS/EMERITA will be granted to an individual who, in their career, has served on the CHAP Executive for at least one three year term, including the roles of secretary, chairperson, and past chairperson and/or treasurer.
- 4.4.2 Upon permanent retirement from the Working Group, a member should submit notification to the CHAP Executive of this intent.
- 4.4.3 CHAP EMERITI can choose to maintain the status of general membership AND are eligible to apply for AGM Grants.

4.5 Subcommittees and working groups

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

4.6 Employees of pharmaceutical industry

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

- 4.6.1 Members who become employed by a pharmaceutical company or who acquire conflicts of interest are required to make CHAP Executive aware of the change.

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 AGM Grants

- 5.2.1 Grants may be available to working group members and emeriti in order to assist with expenses related to preparation of educational presentations and attendance at the CHAP AGM
- 5.2.2 Grants will be allocated to working group members by CHAP executive based on annual budget and number of grant requests.
 - 5.2.2.1 Priority will be made to ensure appropriate provincial representation, active working group status, provinces not represented at previous AGMs and current executive
- 5.2.3 AGM grant requests are to be made to the Chair by January 31 of each year.
- 5.2.4 AGM grants will be determined by CHAP executive based on available funds. Grants will be divided equally amongst all eligible working group members travelling to

the AGM from out of province. Members residing in the host province may receive smaller grants reflecting the reduced travel costs. Working group members from the host city are not eligible for a grant.

5.2.5 Non working group members are only considered eligible for a grant if they are attending on behalf of a working group member from the same institution or geographic region and approved by CHAP executive.

5.2.6. All grant recipients, with the exception of emeriti, must make an active contribution to the AGM agenda. Presentations, facilitation of the meeting, executive duties, leading a group project are examples of eligible contributions.

5.3 Funds

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 Budget

CHAP will retain from the budget a float of approximately the cost of one annual general meeting 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-HIV@googlegroups.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 general members may apply for Working Group status. 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 step down to general membership.

5.6.3 Evaluation of Annual Working Group Activity Survey

Within two weeks following the 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. Completed affirmations should be submitted within 3 months of the AGM in order to be eligible for AGM grant consideration the following year.

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 <https://hivclinic.ca/chap/>

Traditionally, The Toronto General Hospital Immunodeficiency website, <https://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.)

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Appendix 1

As per the Terms of Reference working group members must re-affirm their working group status following the annual general meeting (AGM).

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

1. Name: _____
2. In the last 12 months, I have had a Leave of Absence (LOA)* from the Working Group for the following:

Parental Leave
Sabbatical
Other: _____

*If you identify that you have had an LOA in the last year, you do not need to complete this form any further. It is your responsibility to inform the CHAP executive with your intent of returning to the Working Group. If you have been on a leave of absence from the Working Group for more than 2 consecutive years, you will resume General Membership status and will be asked to re-apply to the Working Group if interested.

3. Participated in regular online/e-mail discussions.
 - a. YES___ NO___
4. Submitted a regional update at least annually for the CHAP newsletter.
 - a. YES___ NO___
5. Served on the CHAP Executive within the last 5 years?
 - a. Past-Chair _____ - _____
 - b. Chair _____ - _____
 - c. Secretary _____ - _____

d. Treasurer _____ - _____

6. Active participation in at least 1 project or publication in the last 3 years which aligns with CHAP's mandate. Please list initiatives in which you have participated.

7. Attended at least one CHAP AGM in the last two years. List year and location.

1. _____
2. _____

8. Disseminated HIV/viral hepatitis information and/or coordination of efforts with healthcare providers or stakeholders in your geographic regions. Provide examples.

1. _____
2. _____

9. Took an active leadership role in initiating or completing a CHAP initiative. Provide examples.

1. _____
2. _____

To meet the responsibilities of working group membership, please refer to the CHAP Terms of Reference.