

Canadian Collaborative HIV/AIDS Pharmacy Network Meeting

Hyatt Regency, Chicago

January 31, 1998

Attending

Ann Beardsell, Colette Bisailon, Marie Courchesne, Natalie Dayneka, Michelle Foisy, Alfred Gin, Christine Hughes, Yasmin Khaliq, Glenda Meneilly, Nikola Ostrop, Yvonne Shevchuk, Linda Sulz, Sandra Taylor, Rachel Therrien, Alice Tseng

Regrets

Helene Bouget-Letarte, Tom Chin, Billie Jo Jones, Kathryn Slayter

**Opening**

The meeting was called to order at 8:15.

The minutes from the last meeting were approved by the group.

Welcome - New members:

Marie Courchesne from Montreal has taken the place of Martin Boule, who has moved to Quebec-City.

Natalie Dayneka is a pharmacist at the Childrens Hospital of Eastern Ontario in Ottawa.

Christine Hughes is the new pharmacist at the HIV clinic at the University of Alberta Hospital in Edmonton.

Welcome - Guest:

Yasmin Khaliq is from the HIV Clinical Research Unit at the Ottawa General Hospital.

**Follow-up from the last Meeting**

Mission Statement – All network members present agreed with the current mission statement.

Seamless Care Project – Funding for the project has been declined. This item will be deferred for the time being.

Meeting Attendees – All meetings will be closed meetings. A representative from Merck will be present (Louise) to take care of logistics. Meetings will be open for others to attend only during talks given by guest speakers.

Meeting Times – From now on the meeting will take place on an annual basis. It was decided that this would be in conjunction with the Retrovirus Conference. Registration for this conference was acceptable this year: all members wanting to attend were able to register for it.

Intra-network Communication - Everyone has e-mail now, but not all can receive attachments. It would be desirable to send as much as possible electronically. A list was developed of who would be able to receive attachments and who would not. (attached) Please check this list for any errors and/or up-dates, and inform N. Ostrop of these. I will also forward this list to G. Bernier.

The next “mail-out” will serve as a test. Please send a reply to the chairperson to inform her if everything was received in order. The list can then be up-dated.

Once the website is established, documents can be posted on it. Until then, the members that cannot receive attachments will receive them via mail or fax. Also, all important documents will be faxed to all group members.

It was also requested that dates be typed on all correspondence.

*action required by:* all network members, A. Tseng, N. Ostrop

### **New Business**

Link with CPhA – M. Foisy has received a letter from the Canadian Pharmaceutical Association, expressing their interest in linking with the network. This may be a positive initiative to increase visibility, to aid in the continuing education efforts of the group and to get more community pharmacists involved indirectly. (It was decided that the size of the network should remain small, its members possibly serving as specialized representatives for their centres.) The function would remain the same; the network would remain independent. It was decided this would be worthwhile to pursue in collaboration with Merck.

(letter is attached)

*action required by:* chairperson (A. Tseng)

Size of Network - There have been many requests by other pharmacists wishing to be part of the network. It was decided to keep the network at its current size. Merck can only provide funding for a limited number. As well, this size is good for a work-group. Hence members can serve as representatives for their region.

Newsletter - The quarterly newsletter will be prepared by the chairperson. All group-members can forward information to A. Tseng. “Odd” adverse drug reactions can also be circulated via e-mail to the whole group.

### **Roles of Group Members**

#### Chair

Responsibilities of the Chair include:

- Setting of the agenda

- Mailings
- Quarterly newsletter

This will be a one-year term, after which the person will have the position of Past-Chair to provide support.

Merck is sponsoring the Chair in attending one international conference.

#### Secretary

Responsibilities of the secretary include:

- Meeting minutes
- Helping the Chair with the agenda
- Facilitating communications

This will also be a one-year term. The secretary is also the Chair-Elect.

New roles within the network have been identified. The network will be divided into sub-groups, working on specialized topics to bring back to the group as a whole. One person in each section will be responsible to lead group initiatives. He/she will report back to the chairperson. These positions will be for a two-year term. The subgroups will be communications, education, research and publications.

#### Communications

This year's project will be the:

- development of the web site (in collaboration with C. Andrews and G. Bernier since it may possibly be sponsored by Merck; another possibility is having the website co-sponsored by CPhA)

The newsletter will remain the responsibility of the chairperson.

#### Education

The main focus will be the:

- development of a national continuing education module for pharmacists
- (to do this, the group may conduct a survey to find out what is currently being done and to identify needs)
- collection of resources from drug companies into a fund
- link with C.E.P. and undergraduate and Pharm D faculties
- link with C.Ph.A.

Collaboration on education may decrease duplication of work by the individual members of the network.

#### Publication

The current project will be the publication of the document "Role of the Pharmacist in HIV Care". The initial document will be written by sub-groups of the whole network and assembled by their representative. This will then be forwarded to the publication group. The publication head and group will be in charge of:

- editing, arranging references and preparing and submitting the manuscript for publication

serving as the corresponding author

## Research

The focus of the group is to:

- prepare an annual report of ongoing Canadian research
- provide conference summaries for the newsletter (if no research group member is attending an important conference, another person attending from the network may take over this function; M. Foisy has offered to write a summary of the International AIDS Conference taking place in Geneva in June; the Chicago Conference review will be written by N.Ostrop with the Research Group)
- co-ordinate group research efforts

*action required by:* N. Ostrop, M. Foisy

## **Appointing of Roles**

Chair -

Alice Tseng

Past-Chair -

Michelle Foisy

Secretary -

Kathryn Slayter

Communications -

head: Alfred Gin

also: Michelle Foisy

Education -

head: Glenda Meneilly and  
Yvonne Shevchuk

also: Ann Beardsell  
Colette Bisailon  
Linda Sulz  
Rachel Therrien

Publication -

head: Sandra Tailor

also: Natalie Dayneka  
Christine Hughes  
Yasmin Khaliq  
Nikola Ostrop

Rachel Therrien (has offered to translate publications into  
French)

Research -

head: Yasmin Khaliq and  
Nikola Ostrop

also: Marie Courchesne  
Christine Hughes  
Rachel Therrien

Other network members not present at this meeting should be added to sub-group(s) of their choice. Please inform the group-representative and the new network chair, A. Tseng.

**“Role of the Pharmacist in HIV Care” document**

T. Chin suggested that a herbal medications sector be added to the document. He will write up a paragraph on it. The publications committee will then decide which section it fits into.

*action required by:* T. Chin

The document will cover a broad spectrum of information. Tables of references for pharmacists will also be included.

Publication - It was decided that this document should be a position statement, so it may be published in more than one journal and possibly also be posted on the website. Possible Canadian Journals include CPJ, CJHP, Pharmacy Practice, Hospital Pharmacy and Quebec Pharmacie. Publication in an American Journal may also be considered. The publications group investigate and make a decision. Once published, the article can be advertised in CPJ, Pharmascope, the individual provincial newsletters and newsletters of other health care professionals. The publications group will contact members from different provinces to help with this.

Small group-sessions - Members of all groups met to work on the various categories of the document. Representatives presented the outlines of the sections to the entire group for feed-back. Many valuable ideas were presented, not all of which can be included due to document-size restriction. However, all of these should be included in the write-up. The editing process will then reduce the size.

The groups are as follows:

1. Compliance-  
representative: Nikola Ostrop  
also: Colette Bisaillon  
Christine Hughes  
Alice Tseng
2. Drug Acquisition-  
representative: Yvonne Shevchuk  
also: Alfred Gin  
Michelle Foisy
3. Special needs populations-  
representative: Glenda Meneilly  
also: Ann Beardsell  
Natalie Dayneka  
Linda Sulz  
Rachel Therrien
4. Research-  
representative: Yasmin Khaliq  
also: Marie Courchesne  
Sandra Tailor
5. Drug Interactions/Side Effects  
representative: Michelle Foisy  
also: Marie Courchesne  
Yasmin Khaliq  
Alice Tseng
6. Pediatric Needs  
representative: Natalie Dayneka  
also: Glenda Meneilly
7. Drug Information Resources  
representative: Alfred Gin

8. Patient Counselling

also: Nikola Ostrop  
Yvonne Shevchuk  
Sandra Tailor  
representative: Ann Beardsell  
also: Colette Bissaillon  
Christine Hughes  
Linda Sulz  
Rachel Therrien

Action Plan

- all groups will work on the appropriate section
- the group representatives will put this information together, edit it, obtain further information and/or feed-back from group if required, and forward the final product to S. Tailor via (keep hard-copy):
  1. e-mail with attachment (Word 6.0) - preferred
  2. diskette - if e-mail attachment is not available

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- the Publications group will compile and edit the article; then circulate I to the whole group. They will set the next deadline when feed-back is required. Again feed-back should be forwarded to S. Tailor via e-mail or fax.
- in the meantime, the publications group will investigate where the document should be published; if possible it may be published both in Canada and the U.S.; this group will also look into reprints and funding.
- R. Therrien has offered to translate the publication, so it may be simultaneously be submitted to a French journal.
- the publications group will look into advertising the promoting the publications (see above under 'publication')

**Guest Speaker**

Gregory A. Winchell, Ph.D. Drug Metabolism Department, Merck Research Laboratories. "Update on Indinavir drug interactions, dosing and pharmacokinetics/dynamics".

**Geneva International AIDS Conference**

M. Foisy will be attending this conference and she has offered to write-up a review of certain portions. She may also be able to share the abstracts-on-disk, if available.  
*action required by:* M. Foisy

**Next Meeting**

The next meeting will be in conjunction with the Retrovirus Conference in February 1999. Details will follow.

Any ideas for a guest speaker should be forwarded to A. Tseng.

**Adjourned** at 1715h.

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Nikola Ostrop  
Acting Secretary

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Michelle Foisy  
Chair