



Canadian HIV And Viral Hepatitis Pharmacists Network (CHAP)

Réseau Canadien des Pharmaciens en VIH et Hépatites Virales

CHAP National Clinical Observership Program Terms of Reference

Program Objectives: 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.

Program Description: 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. Pharmacists may also be invited to visit sites to share their expertise. Depending upon the applicant's learning objectives, an observership may take place over 2-4 days.

CHAP will offer 2-3 observerships per year, dependent on interest and available funds. Calls for applications will be issued semi-annually via the CHAP listserv to the general membership.

Principal Target Population. Canadian pharmacists who have been members of CHAP for at least 4 months will be eligible to apply. 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/>). Priority will be given to applicants who are newly employed in an HIV practice setting, or who wish to institute a new clinical program/service at their current site of employment. To foster continued collaboration and ongoing professional development, pharmacists who complete observerships are expected to maintain active CHAP membership and are strongly encouraged to participate in CHAP activities, including listserv discussions, group projects and endeavours, including hosting observerships for future new practitioners.

Project Partner Organizations. The Working Group will issue a call for potential sites, preceptors, and/or specialty area within Canada. Applicants may also identify preceptors/sites based on personal interests and learning objectives. Some sites may include but are not limited to:

| <u>Area of Practice</u> | <u>Location</u> | <u>Potential Preceptor(s)</u> |
|--|---|-------------------------------|
| HIV and HCV mono and coinfection, complex patients, outreach | UHNBC, Prince George, BC | Jennifer Hawkes |
| Antiretroviral therapeutic drug monitoring, HCV | McGill University Health Centre, Montreal | Nancy Sheehan, Benoit Lemire |



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| mono- and co-infection HIV and HCV mono and coinfection, HIV inpatient care (*knowledge of French language is recommended) | UHRESS (Unité hospitalière de recherche et d'enseignement sur le SIDA) Centre hospitalier de l'Université de Montréal (CHUM), Montreal | Dominic Martel |
| Treatment initiation and optimization, particularly for the inner city population, HIV PEP, PrEP clinic | St. Michael's Hospital, Toronto | Deborah Yoong |
| HIV , long-acting ARVs HIV and HCV mono and coinfection, indigenous and inner city health | The Ottawa Hospital Nine Circles Community Health Centre, Winnipeg, Manitoba | Pierre Giguère Shanna Chan |
| Prenatal care, pediatric care, opportunistic infection management, complex patients, Indigenous health coverage | Royal University Hospital, Saskatoon, Saskatchewan | Carley Pozniak |
| HIV resistance, interpretation, integrated community practice | Windsor Regional Hospital, Windsor, Ontario | Sheri Livingston |
| Treatment simplification, complex patients (treatment resistance, multimorbidities) | University Health Network, Toronto, Ontario | Alice Tseng |
| Chronic pain management for individuals with HIV | St. Joseph's Health Care London, London, Ontario | Denise Kreutzwiser |

Obtaining institutional approval for hosting observerships will be the responsibility of the preceptor.

Application and Selection Process:

Details on the application process are posted on the CHAP website at: <https://hivclinic.ca/chap-home/activities/>

Criteria for applications include:

- Description of applicant's current practice site, roles and responsibilities, type and size of HIV population served



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- Goal and learning objectives (including how the observership will fulfill a learning need/gap in knowledge or practice)
- Desired preceptor/area of practice
- Availability/anticipated time of preceptorship
- Budget (travel, accommodations, institutional costs/preceptor honoraria)

Applications will be reviewed by The CHAP Observership Working Group.

Evaluation criteria will include strength of the stated learning objectives, potential benefit to clinical practice and impact on patient care delivery. A history of active participation in CHAP activities and/or intent for future active contribution is required. Applicants will be considered if they demonstrate a longer-term commitment to remaining in the field of HIV (e.g. for at least 1 year after completion of the observership), are CHAP members for at least 4 months by the time of the planned observership, and express interest in serving as a preceptor for future observership applicants. Priority will be given to new practitioners or those from rural or underserved settings. Successful applicants will be notified by email.

Budget. For each observership (2-4 days in duration), the maximum budget allowed is \$3500, to be allocated as follows:

- Up to \$2000 for economy travel, accommodations, and local transportation/parking/meals (up to a maximum of \$100/day reimbursed with receipts; mileage will be reimbursed at the current Canada Revenue Agency rate). Gifts/tokens of appreciation for the preceptor are not covered.
- \$500-1500 institutional costs/preceptor teaching honoraria (amount dependent upon duration of observership)
- Receipts for reimbursement are to be submitted to the Observership Working Group within 30 days of completion of the observership.
- Individuals completing an observership will not receive any honoraria.
- Funds may also be used towards presentation or publication costs related to the program.

CHAP will provide in-kind support for all email communications, website postings and Working Group teleconferences related to the Observership program. Working Group members will not receive any honoraria or consulting fees for their time on this project.

Program Evaluation. Each applicant will be required to complete a pre- and post-observership survey to assess the impact of the observership on the applicant's knowledge and confidence in providing care. The applicant will be asked to specifically comment on how the experiences gained from the observership have subsequently improved or enhanced their practice. The applicant will prepare a short paragraph describing their observership experience for the CHAP semi-annual newsletter. Each applicant and preceptor will also be asked to provide feedback on the program, experience, achieved outcomes and suggestions for improvement, as well as future learning needs post-observership. This information will be submitted to the Working Group



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within 30 days. Modifications to the application process and program guidelines will be made as necessary.

The Working Group will convene via teleconference on a regular basis to reflect on the overall experience, benefits and challenges of the program. The project budget will be reviewed annually and available funding sources will be pursued to maintain the program on an ongoing basis.

Dissemination of Program Results. Experience/outcomes of the CHAP Clinical Observership program will be presented at the CHAP Annual General Meeting and in the CHAP newsletter (emailed to members and posted on the CHAP website) on a regular basis. The results may also be submitted for presentation at national pharmacy/HIV meetings such as the Canadian Society of Hospital Pharmacists Professional Practice Conference and the Canadian Association for HIV Research Annual Conference and for publication in a national/international pharmacy journal. A brief report with anonymized information may also be presented to financial supporters of the program.

The CHAP National Observership Working Group:

- Alice Tseng, Pharm.D., FCSHP, AAHIVP, University Health Network, Toronto, ON
- Deborah Yoong, Pharm.D, St. Michael's, Toronto, ON
- Pierre Giguere, B.Pharm., M.Sc. AAHIVP, The Ottawa Hospital, Ottawa, ON
- Carley Pozniak, BSP, Royal University Hospital, Saskatoon, SK
- Denise Kreutzwiser, BScH, BScPhm, PharmD, ACPR, AAHIVP, St. Joseph's Health Care London, ON
- Sue Gill, Bsc. Phm., RPh., Michael Garron Hospital, Toronto, ON

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