



HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

RESIDENCY ADVISORY COMMITTEE (RAC)

TERMS OF REFERENCE

MEMBERSHIP

Program Directors:	<p>Dr. Olavo Fernandes Clinical Director of Pharmacy, Toronto General Hospital</p> <p>Dr. Amita Woods Practice Leader, 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>
Pharmacy Dept Coordinators:	<p>Dr. Cindy Natsheh Pharmacy Education Coordinator, Toronto General Hospital</p> <p>Sylvie Carle Pharmacy Education Coordinator, McGill University Health Centre</p>
Medical Staff:	<p>Dr. Alexandra de Pokomandy, Chronic Viral Illness Service, McGill University Health Centre</p>
Pharmacy preceptors:	<p>Benoît Lemire Chronic Viral Illness Service, McGill University Health Centre</p>
Secondary project Preceptor (guests):	<p><i>TBD</i></p>
Faculty Liaison:	<p>Dr. Reina Bendayan Professor, Dept. of Pharmaceutical Sciences, University of Toronto Career Scientist, Ontario HIV Treatment Network</p>
Resident:	<p><i>TBD</i></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 when there is a resident, and at least once a year when there is no resident for program development.

Activities:

1. Review, provide guidance and approve residency project proposal.
2. Critique and approve the final results of the residency project.
3. Review resident quarterly reports, longitudinal assessment, and progress throughout the program.
4. Review and support remediation/probation interventions for any resident who is experiencing difficulties achieving the appropriate level of competence.
5. Review changes/updates to UHN Year 1 programs to ensure consistency/alignment with HIV Year 2 program as appropriate.
6. Develop a strategic plan every 4-6 years that is consistent with the mission and vision and that take into consideration evolving health needs of people living with HIV, the current/changing landscape of pharmacy practice and post-graduate pharmacy education opportunities.
7. Review the program and rotation goals and objectives at least every 2 years.
8. Discuss and monitor actions related to recommendations for improvement of the program.

Responsibilities of the Members:

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

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

The UHN program directors and program coordinator will be responsible for sharing pertinent information regarding the UHN Year 1 programs at each RAC meeting.



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The MUHC coordinator will be responsible for sharing pertinent information regarding the residency program with the MUHC Year 1 residency (Masters in Advanced Pharmacotherapy) coordinator.

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

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). The resident will be responsible for taking meeting minutes. Minutes will be reviewed by the coordinators prior to distribution to the RAC. The HIV Year 2 residency RAC minutes will be shared with the UHN year 1 RAC as well as with the MUHC Year 1 residency (Masters in Advanced Pharmacotherapy) coordinator.

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.

Last updated February 2025