

Appendix A: Management Committee Terms of Reference

ADAPT (Access to quality Drug therapy — Applying Pharmacists' knowledge to The primary care System) emerges from the strategic and collaborative national Blueprint for Pharmacy initiative that aims to move the entire pharmacy profession forward by having pharmacists and pharmacy technicians practice at the top of their scope and maximizing the use of their knowledge and skills.

The overall goal of ADAPT is to improve workplace utilization of pharmacist human resources and patient outcomes by enabling pharmacists to make full use of their knowledge by enhancing their skills to optimize drug therapy outcomes through patient-centred care and collaboration with physicians. Key requirements for pharmacists to perform to the full extent of their scope of practice and to maximize the use of their knowledge and skills are 1) a patient-focused culture and 2) change management strategies.

ADAPT will be managed by the **Canadian Pharmacists Association (CPhA)** in collaboration with the **Canadian Society of Hospital Pharmacists (CSHP)** and the members of the **CPhA-CSHP Primary Care Pharmacy Specialty Network (PC-PSN)**. The Management Committee of ADAPT will direct the development of the primary care skills training program of the overall ADAPT initiative, including:

- Development and launch of primary care skills self-assessment tools for pharmacists
- Development, launch and evaluation of training programs to develop these skills and competencies:
 - Level I: Distance education program incorporating best practices in e-learning
 - Level II: Face-to-face inter-professional experiential learning building on skills and competencies from Level I

Purpose and Responsibilities

The Management Committee shall serve as the decision-making and oversight body for the development, deployment and evaluation of the primary care skills training components of the ADAPTS initiative. Responsibilities will include, but will not be limited to:

- Establishing the mandate and objectives for the primary care skills training
- Determining strategies and approaches related to the development, deployment, evaluation and communication of the training
- Identifying suitable experts for various portions of the primary care skills training development
- Reviewing and approving major project documents
- Reviewing and approving quarterly budgets and expense reports
- Engaging the participation of suitable stakeholders, in particular members of the PC-PSN, in the development of, and participation in, the training
- Communicating progress to their respective organizations and/or organization's members
- Identifying issues and other relevant data/information sources that could impact the development, deployment or evaluation of the primary care skills training (either negatively or positively)
- Participating on the ADAPT Advisory Committee

The Management Committee agrees that the Canadian Pharmacists Association (CPhA), as Signatory of the Contribution Agreement with Health Canada, will assume financial and legal accountability for the project as "project authority". CPhA will ensure that any decisions made by the Management Committee are in keeping with the terms of the Contribution Agreement and CPhA financial policy.

Composition:

Members on the Committee will include:

- Three delegates from the Canadian Pharmacists Association (CPhA). One delegate will be a senior staff member; the other two will be CPhA volunteers
- Two delegates from the Canadian Society of Hospital Pharmacists (CSHP). One delegate will be a staff member, the other will be a CSHP volunteer.
- Two delegates drawn from the membership of the joint CPhA-CSHP Primary Care Pharmacy Specialty Network (PC-PSN)

CPhA project staff will be ex-officio members of the Committee. Other Subject Matter Experts will be invited to participate in Management Committee meetings and discussions from time to time.

Co-Chairs:

The committee will be co-chaired. The co-chairs will provide collaborative leadership to the project, and share decision making responsibility.

One of the two Co-Chairs will be the CPhA senior staff member on the Committee. This Co-Chair will be accountable to CPhA for the ADAPT initiative meeting its mandate, and achieving logistical and budgetary objectives according to the Contribution Agreement with Health Canada.

The second Co-Chair will be selected by the Management Committee from its existing membership. This co-chair will bring proven subject matter expertise and experience in developing similar primary health care skills training programs.

Suggested Attributes of Members

Should the existing management committee determine that more committee members are required, the members agree that any additional members will present one or more of the attributes:

- Pharmacist with experience developing, delivering, and evaluating continuing education or continuing professional development, particularly in the area of involving primary care
- Pharmacists with experience in working in primary care settings (such as family health teams/networks, ambulatory clinics, community pharmacy primary care settings)
- Demonstrated experience in change management activities and knowledge translation activities

The management committee will attempt to have as broad a national geographic representation as possible

Appointment:

CPhA, on behalf of the initiative, will invite the CSHP and the executive members of the PC-PSN to appoint their representative delegates.

Accountability and Reporting Structure:

The Management Committee agrees to abide by the terms of the Contribution Agreement signed by the Canadian Pharmacists Association (CPhA) (attached). The Management Committee further agrees that CPhA, as Signatory of the Contribution Agreement with Health Canada, will act as the “project authority” and is accountable to Health Canada and to the CPhA for the decisions made by the Management Committee.

As project authority, CPhA will:

1. Hold financial and legal responsibility and accountability for the initiative, including:
 - Providing bookkeeping and accounting services
 - Providing regular financial and progress reporting to Health Canada
 - Approving all expenditures and contractors
 - Ensuring that all requirements detailed in the contribution agreement are met.
2. Provide executive, project management, communication and administrative services and staff to the initiative, including:
 - The CPhA Director of Policy and Research and the CPhA Director of Pharmacy Innovation who will:
 - Report to the CPhA Senior Director of Professional and Membership Affairs
 - Provide oversight on the operations of the initiative and ensure that all key milestones are met.
 - Ensure that major project decisions are made collaboratively by the Management Committee.
 - Provide direction to the Project Manager and Communications staff

- Project Manager, who will
 - Report to the Director of Pharmacy Innovation.
 - Plan and monitor progress of the project.
 - Draft contracts for consultant services and subsequent hiring (including the competitive bidding process) and management of consultants.
 - Serve as main point of liaison and coordination amongst all parties
- Communications and administration staff as required.

Guiding Principles:

- While members are expected to provide guidance in all areas relating to the primary care skills training, individual members shall also provide specific guidance stemming from their particular area(s) of expertise
- Members shall represent the viewpoints of their organizations.
- Members agree to establish an open and transparent internal information sharing process.
- Members will follow a consensus-building approach when making decisions. All members will have an opportunity to voice their opinion before a final recommendation is proposed.
- Members shall present a cohesive and united approach when “away from the table”.
- Members’ actions and decisions shall be always guided by the overall mandate and objectives of the initiative and its primary care skills training components
- Members agree to make the commitment to contribute their time and expertise to the full length of the initiative.
- Members shall commit to meeting dates and agreed-upon action items.

Time Commitment:

This initiative will run from November 15, 2009 to March 31, 2011.

The Management Committee shall meet regularly by teleconference or other electronic means every 1 – 3 months. Members shall also participate in regular correspondence (email, mail, telephone) as it relates to the Committee’s specific duties.

The Management Committee shall also hold a small number of face-to-face meetings. Approximately one meeting per quarter is anticipated.

Reimbursement:

Management committee members will be provided with an honorarium equivalent to \$270/day to cover their time spent at meetings. Travel and accommodation expenses to attend meetings will be covered according to Canadian Federal Government Treasury Board Guidelines.