

Lower Mainland Pharmacy Services **PHARMACY RESIDENCY PROGRAM**



Residency Project Oversight Committee (RPOC) Terms of Reference

Purpose

To provide direction and oversight to residents and project teams (i.e. residents, principal investigator and co-investigators) related to the successful conduct of the residency research/evaluation project.

Goals

1. Residency projects will address important research/evaluation needs for the Lower Mainland Pharmacy Services (LMPS) department, the pharmacy profession and/or patient care at LMPS sites.
2. Residency projects will have a successful completion, meaning the findings to the research/evaluation questions are determined within the timeframe required by the residency program.
3. Residency project results are to be disseminated via research posters, oral presentations, and whenever possible, published in peer-reviewed journals.

Role of RPOC

The RPOC serves in an advisory role to the Program Coordinator. RPOC will assist the residency program and project teams in achieving the above goals by:

1. Ensuring CPRB standards related to how the program manages the residency project components are met. (see Appendix A)
2. Annually reviewing potential project proposals from principal investigators (PIs) and providing recommendations/feedback to the Program Coordinator and project teams. RPOC will use the LMPS Project Suitability Checklist and the CPRB Standards when forming their recommendations.
3. Provide guidance to individual project teams upon request or upon identified need on matters including, but not limited to, research design, ethical and administrative processes, data collection best-practices, funding, statistical analysis resources, and dissemination strategies.
4. Up review of potential project proposals from PIs, RPOC will make the following recommendations to the Program Coordinator:
 - a. Deem the project proposal suitable as submitted
 - b. Deem the project proposal would benefit from revisions to meet the suitability checklist and be re-evaluated by RPOC prior to an agreed upon deadline

- c. Deem the project proposal not suitable for a residency project
 - i. If the proposal is deemed not suitable, the PI may appeal the decision with the Program Coordinator within 2 weeks.

NOTE: In the event of a disputed recommendation by RPOC, the Program Coordinator will have final say as to whether or not that proposal will be included in the proposals sent to the residents for the project ranking/selection process. The Program Coordinator is responsible for sharing the approved, suitable project proposals with the incoming residents for the project ranking/selection process.

5. Liaise with the Program Coordinator to ensure the project component of the residency manual contains current and useful resources. See Project Resources, Process and Policies: <http://www.lmpsresidency.com/research/project>
6. Liaise with the Program Coordinator about issues related to poor resident performance in the project or dysfunctional project team activities or dynamics when identified.

Accountability

The RPOC is a subcommittee of the Residency Advisory Council, providing periodic updates and recommendations to RAC as needed.

RPOC Membership

The Committee consists of members who are involved in research, have experience conducting residency projects, and represent LMPS sites broadly.

- Chair – to be appointed by the Program Coordinator
- Members with a minimum of three-five years research experience (including previous residency projects) working at sites in LMPS.

Role of RPOC Members

1. Participate in RPOC meetings each spring when they occur.
2. Solicit and encourage submission of project proposals from LMPS pharmacists.
3. Provide advice to project teams via the RPOC chair when needs are identified.
4. Review project proposals and provide recommendations to strengthen them.
5. Provide suggestions for support and development of new and experienced project preceptors.

Duration of Membership

Terms on the committee for the Chair and Members are 3 years beginning and ending on March 15. Terms are renewable at the discretion of the Chair and/or Program Coordinator.

Meeting Frequency and Mode

In-person/tele-conference meetings. Meetings will be scheduled once yearly.

APPENDIX A: CPRB Standards Related to Residency Project
CPRB 3.6 Demonstrate Project Management Skills

Standard

The resident shall use effective project management skills to undertake, conduct and successfully complete a project related to pharmacy.

Requirements

1. The resident shall be involved in project development, data collection, analysis and interpretation.
2. The resident shall prepare a written report of the project in a format suitable for publication in a peer-reviewed journal.
3. The resident shall present and defend the outcomes of the project.

CPRB 2.2.2. Educational Approach

Standard

The program shall use a systematic process to design, plan and/or organize an academic program that facilitates the resident's achievements of the intended educational outcomes.

Requirement(s)

5. There shall be a defined process for initial selection, ongoing review and support of the residency project(s) (as per Standard 3.6).
 - a) There shall be a defined process for solicitation, evaluation, and approval of project topics.
 - b) The time allotted for residency project(s) shall not exceed ten (10) weeks (interpreted as 50 residency days).
 - c) The scope of the project(s) shall be such that it does not interfere significantly with other rotations.
 - d) A pharmacist affiliated with the department shall be designated the primary preceptor of the project.
 - e) A process shall be in place to provide ongoing review, support, and feedback to the resident(s).

CPRB 3.5 Provide Medication- and Practice-Related Education

Standard

The resident shall effectively respond to medication- and practice-related questions, and shall educate others.

Requirement

4. The resident shall demonstrate scholarly writing skills in all written work, including but not limited to the written report of the project.