

CAPSI National AGM 2019

ST. JOHN'S NEWFOUNDLAND
THURSDAY JANUARY 10, 2019.



Agenda

- Robert's Rules
- Call to Order
- Attendance
- Acceptance of AGM 2018 Minutes
- Executive Reports
- New Business
- Closing Remarks
- Adjournment

Approval of Minutes from AGM 2018

**BIRT CAPSI National approves the minutes from the
AGM 2018 in Edmonton, Alberta**

President:
Tara Rousseaux

Roles and Responsibilities

- Supervise, coordinate, and act in the name of the Association
- Create agendas, organize council meetings, Chair and mediate discussion during meetings of the General and Executive Council and Joint Officer Meetings
- Play a primary and supportive role in various council projects and initiatives
- Initiate, delegate, and promote the development and growth of the Association

Role and Responsibilities

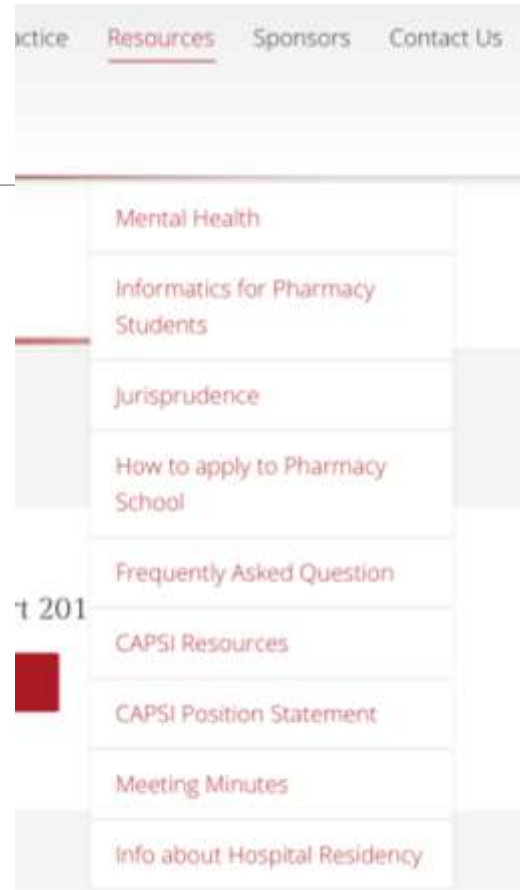
- Finance Committee
- PDW Planning Committee 2019, 2020, 2021
- Competition Review Committee
- Website Committee
- Ethics Committee
- Ad-hoc Advocacy Committee

Building Relationships

- Meetings-to-date
 - CPhA Conference 2018, Fredericton, NB
 - PDW 2019, St. John's, NL
 - Joint Officer Meetings with CAPSI Club Members
- Current meetings/projects
 - Strengthen relationships with IPSF/PARO

Activities to Date

- Coordinated and implemented National Advice For Life Competition
- Various collaborative efforts:
 - CAPSI Promotional Video
 - Advocacy This Week
 - Updated “Resources”
- Formatted strategic plan for 2018-2019



STRATEGIC PRIORITIES

- 1** Increase engagement of our members
- 2** Increase financial health
- 3** Increase external visibility of our organization
- 4** Advocate for practice excellence and issues affecting the profession/students
- 5** Ensure organizational efficiency

Current Initiatives

- Attain and maintain financial stability
- Support PDW turnover and conference planning initiatives
- Ongoing review of online presence to increase CAPSI's transparency with our members
- Strengthen CAPSI's current partnerships and foster new professional relationships
- Grow CAPSI membership benefits
- Increase CAPSI's advocacy efforts
- Facilitate general council turnover
- Continue to work towards long-term sustainability

President-Elect: Jin Kwon

Roles and Responsibilities

- Learn about the functions and processes of CAPSI in order to prepare for the Presidential term
- Consult with and assist the President in all aspects of her duties regularly
- Represent CAPSI to external stakeholders (ex: CSHP, CPhA, AFPC, etc.)
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise
- Actively participate in meetings and teleconferences

Roles and Responsibilities

- Committee member of:
 - Constitutional Review Committee (Chair)
 - Finance Committee
 - Website Committee
 - Ethics Committee
 - IPSF SEP Selection Committee
 - Translation Committee
 - Ad-hoc Communications and Marketing Committee
 - Ad-hoc Advocacy Committee

Activities to Date

- Conferences attended: 2018 CPhA Conference, PDW 2019
- Assisted the President
- External FAQ Document (Available at www.capsi.ca/)
- Acted as a representative of CAPSI:
 - Pharmacy Awareness Month (PAM) Working Group
 - APhA - Academy of Students in Pharmacy (ASP)
 - Pharmacy Experiential Programs of Canada (PEP-C) Working Group: Models of Precepting
- Participated in Joint Officers Meetings (CPhA, CSHP)
- Participated in PDW2019, PDW 2020 and PDW2021 meetings

Constitutional Review Committee Update

- Committee Progression:
 - Operating Manual reviewed and updated to reflect current practices, passed motions and to increase clarity
 - Revise the PDW Turnover Document to ensure transition between PDW Planning Committees

Future Activities

- Welcome the new 2019-2020 Executive CAPSI Council and begin transition with the incoming President-Elect
- Write letters to the Canadian Deans of Pharmacy describing CAPSI's initiatives, goals and accomplishments, highlighting excellence and realisations of CAPSI members
- Prepare for the CAPSI meetings at the 2019 CPhA Conference
- Goals:
 - Increase CAPSI's presence in social media and reach CAPSI General members
 - Grow and strengthen relationships with CAPSI sponsors and partners in order to diversify CAPSI membership benefits
 - Support initiatives for advocacy throughout Canadian pharmacy schools (including mental wellness)

Past-President: Pierre Thabet

PRESENTED BY JIN KWON



Roles and Responsibilities

- Supervise, coordinate and actively participate in activities and affairs for CAPSI
- Play a primary supportive role in activities of the association
- Act as an advisor to the President and provide guidance to the President-Elect
- Chair of the CAPSI National Ethics Committee

Activities to Date

- CPhA 2018 Annual Conference
- Committees
 - Ethics Committee (Chair)
 - Finance Committee
 - Membership Committee
 - Website Committee
 - Competition Review Committee
 - Translation Committee
 - Ad-Hoc Communications and Marketing Committee
 - Ad-Hoc Mock OSCE Committee
 - Ad-Hoc Advocacy Committee

On-Going Activities

- Continuously provide guidance to CAPSI National and PDW Planning Committee
- Chair Ethics Committee and review ethical issues if needed
- Annual Report

Executive Secretary: Nisha Gajaria

Roles and Responsibilities

- Maintain CAPSI Membership Database
- Oversee the promotion and coordinate elections
- Prepare agendas for annual meetings and complete minutes following meetings
- Chair the Ad-Hoc Electoral Committee and Membership Committee
- Member of Constitutional Review Committee and Competition Review Committee

Activities to Date

- Prepared agendas for CPhA 2018, Summer TC 2018, Fall TC 2018 and PDW 2019
- Completed minutes for CPhA 2018, Summer TC C2018 and Fall TC 2018 and distributed them to council
- Promoted CAPSI Open Subcommittees to membership
- Organized and promoted Elections 2019
- Updated CAPSI Membership Database

Current CAPSI Membership

Year	Number
2014-2015	3653
2015-2016	3844
2016-2017	3656
2017-2018	3498
2018-2019	3758

*Numbers do not include incoming class of Waterloo 2022

Future Activities

- Meet with Ad-Hoc Electoral Committee to evaluate Elections 2019
- Organize Membership Committee meeting to determine direction for Term 2
- Continue to update membership database
- Continue to formalize agendas, updates and minutes for teleconferences and AGM
- Contribute feedback to CPhA PAM Working Group
- Prepare for CAPSI National bi-elections
- Prepare for transition

Finance Officer: Dylan Moulton

Membership Entitlement

finance@capsl.ca
Dylan Moulton

- As CAPSI members you are entitled to be aware of CAPSI National's current financial standing.
- I tailored this finance presentation to provide and **incredibly brief overview** of an extensive budget.
- This year there is very little in the form of numbers as a way to reduce the length of the finance portion of the AGM presentation, however, the details are available to you upon request.

If you have any questions or would like the opportunity to see more detailed aspects of the budget, please let me know, I would be happy to discuss them with you in length!

Roles and Responsibilities

- Banking activities; *deposits, withdrawals, coding statements, managing accounts, investing*
- Manage 2018/2019 budget and create 2019/2020 budget; *plan for the financial sustainability and success of CAPSI*
- Organize payments to vendors
- Create/distribute invoices for sponsorship
- Organize deposits/withdrawals and file supporting documentation/receipts
- Engage with our accountants
- Reimburse General Council members for approved expenses
- Distribute funds to CAPSI members for awards, refunds, and approved expenses
- Coordinate discussions with the Finance Committee to resolve financial issues
- Engage with the 3x PDW Planning Committees to provide support and financial guidance
- Review the financial standing of PDW after conference completion
- Chair the CAPSI National Finance Committee and participate in the CAPSI National Ethics Committee
- Prepare to transition the new FO

Activities to Date

- Reviewed 2018-2019 budget; *determine current CAPSI National financial standing*
- Facilitated various reimbursements to both council and membership
- Engaged with both our Bank Manager and Accountant(s)
- Assisted PDW 2019/2020/2021 in financial/conference planning
- Secured unpaid funds from 2017-2018 financial year
- Invoiced numerous sponsors and deposited funding into CAPSI National account(s)
- Ensure various accounts are paid and in good-standing
- Assisted VP Com/President(s) with securing new sponsorship for the 2018/2019 financial year
- Attended:
 - CPhA 2018 (Fredericton)
 - PDW 2019 (St. John's)
 - Numerous teleconferences with CAPSI National Council
 - Numerous teleconferences with the 3 PDW PCs

Future Activities

- Continue to scout out potential/future sponsors
- Chair Finance Committee meetings PRN and/or participate in Ethics Committee meetings
- Update/create transitional documents for the incoming 2019-2020 FO
 - Educate/support the 2019-2020 FO in their transition to the FO role
- Coordinate the transfer of membership fees from local councils to national accounts
- Assist in the closure of PDW 2019 accounts
- Provide financial guidance to the PDW 2020/2021 PCs
- Create the 2019/2020 CAPSI National budget
 - Discuss and approve 2019/2020 budget during council meetings at CPhA 2019
- Work with accountant(s) to close the books on the 2018-2019 financial year
- Transition myself into the role of the 2019-2020 “Outgoing Finance Officer”
- Attend:
 - CPhA 2019 (Toronto)

2018-2019 Budget Overview

	Projected Expenses	Actual Expenses	Projected Revenue	Actual Revenue
Totals	- \$156,310.00	- \$80,706.96	\$204,741.29	\$102,235.10

CAPSI has historically operated on approximately \$150,000 - \$200,000 / year in expenses
These expenses primarily support local/national competitions, PDW, member benefits, and operational costs
As you can see, we are anticipating ~\$50,000 in revenue this year, however, this does not consider:

- Losses in sponsorship (*decline in national pharmacy landscape*)
- Any potential losses incurred from PDW 2019
- Increased lawyer/accountant fees (*which we are seeing this year*)
- Unexpected costs

Based on the current financial pharmacy landscape, it is very likely that our expenses this year will be higher than projected. That being said, member benefits are always at the forefront of our mind and we will do what we can to maintain and add to the benefits we provide annually.

VP Communications: Mimi Wei

Roles and Responsibilities

- Liaison between CAPSI National and CAPSI Club Members (current & potential)
- Responsible for the solicitation of various companies and organizations to sponsor CAPSI-related events and activities
- Responsible for reviewing, updating and distributing CAPSI promotional material
- Coordinate membership benefits and services with Local and Executive Council members

CAPSI Club Membership

Platinum: Medisca, PharmaChoice, Jamieson

Gold: CPhA, Shoppers Drug Mart

Silver: None at this time

Bronze: Ecolopharm, AgroHealth

Club Member: CU Advertising, RXFiles, Nature's Way

Activities to Date

- Recruited Jamieson, EcoloPharm, RxFiles as sponsors
- Renewed contracts with CPhA, Shoppers Drug Mart, Medisca, AGRO Health, Nature's Way and CU Advertising
- Worked closely with Council to bring in new AFL Competition and PharmaChoice as Platinum sponsor
- Designed new sponsorship package and solicited companies
- Received placebo devices from organization(s) that will be distributed to CAPSI members

Future Activities

- Improve promotional materials and marketing strategies to attract new members (ex. create new promotional video)
- Work together with Executive Council to increase CAPSI membership benefits including the continuation of backpacks for incoming CAPSI members
- Maintain partnerships with current sponsors and seek for new CAPSI Club Members
- Recruit sponsors for competitions that are currently not sponsored (ex. PIC, IPSF)

VP Professional Affairs: Rachel Ward

Roles and Responsibilities

- Promote interprofessional collaboration and organize national interprofessional events.
- Work with the Webmaster to ensure content is current in the ScOPe map and CAPSI's website.
- Develop collaborative opportunities to promote the profession of pharmacy, through publications and/or networking events in order to maintain interprofessional relationships with other professional healthcare student organizations.
- Stay up to date on relevant news and explore intra and interprofessional collaborations.
- Act as a voice for our association to external stakeholders, that do not fall under the portfolio of the VP Communications.

Roles and Responsibilities

- Initiate and maintain relations with other student health professional organizations.
- Coordinate the CAPSI Symposia nationally
- Submit articles of national student interest and an update of activities to the CAPSIL.
- Participate as an active member of the National Council, offering feedback and input on any issues and discussions that arise.
- Attend meetings and prepare and distribute reports at two Meetings: PDW and the TC prior to the CPhA Conference.
- Chair the Ad-hoc Advocacy Committee

Activities to Date

- National Advocacy
 - Submitted a consultation to the federal government concerning national pharmacare.
 - Can be found at <https://capsi.ca/capsi-position-statement/>
- Canadian Alliance of Healthcare Professional Student Associations (CAHPSA) Representation
 - Attended the most recent teleconference (July 2018)
 - Selected student representatives for a Vaccine Advocacy Campaign
- CAPSI Membership Pamphlet
 - Updated the pamphlet and created accompanying social media graphics as a resource for local representatives
- Advocacy Committee
 - Opened the Ad-hoc Advocacy Committee to general members (32 total members)
 - Hold monthly meetings to discuss advocacy efforts



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CAPSI Position Statements

December 2018 — Response to National Pharmacare Consultation Note

[Read Here \(Eng\)](#)

November 2017 — Positional Letter for CPBC Certified Pharmacist Prescriber

[Read Here \(Eng\)](#)

February 2017 — Pharmacy Students United for Quebec Colleagues

[Read Here \(Eng\)](#)

[Read Here \(Fr\)](#)

Ongoing Activities

- Student Mental Health and Wellness
- A survey was distributed via locals for all students to fill out.
- We received responses from students at all 10 schools for a total 329 responses.
- Began a discussion on a position statement in collaboration with President Elect
- Student resources
- Began developing a resource compiling the registration requirements for pharmacists in each province
- Social Media presence
- Engage student members about ongoing affairs in pharmacy through the use of CAPSI's social media channels

Future Activities

- Organize and implement an inter-professional event during Pharmacist Awareness Month for all pharmacy schools across Canada
- Continue to work with CAHPSA to collaborate with other Canadian healthcare professional students
- Contribute an inter-professional or advocacy related article to the CAPSIL
- Begin turn-over with successful candidate for VPPA 2019-2020
- Continue to ensure that the opinions of pharmacy students are represented nationally

CAPSI Bylaw Amendment – Advocacy and Professional Affairs Committee

Mandate:

Responsible for developing a strategy to engage student opinion about any and all issues that are necessary, raising awareness of pharmacy issues among student members, and contacting local representatives to acquire information about current issues in the profession.

Composition:

- VP Professional Affairs (Chair)
- VP Education
- Past-President
- One (1) Senior or Junior Representative from Quebec
- One (1) Senior or Junior Representative from Eastern Canada
- One (1) Senior or Junior Representative from Western Canada

CAPSI Bylaw Amendment – Advocacy and Professional Affairs Committee

Meetings:

This committee shall meet, as a minimum, at both of the National Council face-to-face Meetings: the PDW Conference and the CAPSI Year-End National Council meeting. At the discretion of the Chairperson, additional meetings of the Committee shall be convened either in person, by teleconference and/or by e-mail.

Reporting Requirements:

The Chairperson shall include the Committee's progress notes and proposals in the Vice President Professional Affairs' bi-annual report to the National Council.

BIRT CAPSI accepts the addition of the described Advocacy and Professional Affairs Committee as a standing committee of the Association.

VP Education: Sherry Yu

Roles and Responsibilities

- Responsible for the coordination of the National Competitions of CAPSI including review, updates and distribution of the rules and regulations.
 - Compounding Competition, Patient Interview Competition, Over-the-Counter (OTC) Counseling Competition and Student Literary Challenge.
- Contact and maintain relations with all sponsors and groups affiliated with the competitions, awards, and other projects associated with this portfolio. This involves close relations with the PDW committee to ensure the information and set-up of the national competitions is reviewed.

Roles and Responsibilities

- Act as the Chairperson of the CAPSI Competition Review Committee
- Review, update and distribute the CAPSI Awards of Professionalism and Guy Genest Passion for Pharmacy Award
- Coordinate National symposium by proposing subjects and assisting with logistics
 - Stress Management and Practicing Resilience
 - Personalized Medicine and Pharmacogenomics

National Competitions

Compounding (Sponsored by Medisca)

- Teams of 4 compete by analyzing and preparing pharmaceutical compounds. The goal is to create compounds that are therapeutically active and presented with pharmaceutical elegance
 - Cases writing: Medisca.
 - Review: VPED and CRC
 - Coordination: VPED

OTC Competition (sponsored by GlaxoSmithKline)

- Individual students apply their clinical knowledge to identify drug-related problems, answer inquiries and aid the patient in the selection of OTC products
 - Cases writing: VPED
 - Review: VPED, CRC, GSK
 - Coordination: VPED

National Competitions

Patient Interview Competition (sponsored by CAPSI National)

- Individual students compete by conducting a 15 minute interview with the goal of identifying and resolving drug-related problems.
 - Case writing :VPEd
 - Review : VPEd and CRC
 - Coordination : VPEd
- Student Literary Challenge (sponsored by CPhA)
 - Students submit a piece of text that shares their unique insight into subjects that are of current interest to the pharmacy practice.
 - Topics suggestion : VPEd and VPPA
 - Coordination : VPEd

Awards

Award of Professionalism (Sponsored by CPhA)

- Top 3 schools who have put on the most organized and professional Pharmacy Awareness Month (PAM) are awarded
- Applications from 6 schools received this year

Guy Genest Passion for Pharmacy Award (Sponsored by CAPSI National)

- One student from each faculty/school of pharmacy across Canada is recognized for their notable passion and dedication to the profession of Pharmacy

Activities to Date

- Competitions
 - Updated rules and administrative documents
 - OTC/PIC: Case design, revision, logistics
 - SLC : Suggested local topics and coordinated a judging panel for National
 - Compounding : Coordinated with Medisca and reviewed cases
- PharmaFacts
 - Selection of questions for Local and National quizzes
 - Awards
 - Coordinated judging panels with CPha for the Award of Professionalism
- Chaired the Competition Review Committee and Mock-OSCE Committee
- Additional Committees: Advocacy Committee, Electoral Committee

Future Activities

- Evidence-based Practice Competition: case design and collaboration with CSHP
- Consider offering feedback on local and national competition
- Develop mock-OSCE template and develop national bank to be used by local chapters
- Adapt competitions based on feedback from judges to ensure best possible quality on both the local and national level
- Potential opportunity to expand EBP competition to a national level
- Standardize rules for PharmaFacts competition
- Ensure adequate turnover for the next VP Education

IPSF Liaison: Sofiya Terekhovska

Roles and Responsibilities

- Gather entries, select judges and finalize results of the Health Campaign Award
- Coordinate the implementation of Health Campaign on Tuberculosis with proceeds going to the Canadian Lung Association
- Coordinate the Vampire Cup blood drives
- Promote IPSF events like World Congress, Pan American Regional Symposium (PARS) and World Health Assembly
- Ensure representation of CAPSI at PARS and World Congress
- Send out Activity Reports on behalf of CAPSI to inform IPSF of activities that we organize
- Actively review other associations' Activity Reports

Activities to Date

- Assisted local IPSF representatives with the implementation of the Health Campaign on Tuberculosis with proceeds going to the Canadian Lung Association
- Cooperated with Canadian Blood Services to create documents and assist with implementation of Vampire Cup blood drives in pharmacy schools
- Held one formal meeting and checked in throughout the semester with local IPSF representatives to make sure things are running smoothly
- Distributed the IPSF PowerPoint to local IPSF representatives, who then held Lunch and Learns to inform their local members about IPSF

Activities to Date

- Participated in IPSF meetings
- Gathered entries, selected judges and finalized the results of the Health Campaign Award
- Organized the World Pharmacists Day Social Media Campaign
- Sent out 12 Activity Reports since September
- Submitted 13 PARO (Pan American Regional Office) Spotlight entries

Conferences Attended

- Canadian Pharmacists Conference 2018 in Fredericton, NB
- Pan American Regional Symposium 2018 in Trujillo, Peru
- IPSF World Congress 2018 in Mendoza, Argentina
- Professional Development Week 2019 in St John's, Newfoundland

Future Activities

- Sending out 10 Activity Reports in the winter semester
- Submitting 15 PARO Spotlight entries in the winter semester
- Continuing to support IPSF local representatives with their initiatives such as Health Campaign, Vampire cup and any other events they would like to implement to promote IPSF at their university
- Promoting IPSF events such as World Congress and PARS
- Attending Pan American Regional Symposium in San Jose, Costa Rica
- Attending World Congress in Kigali, Rwanda
- Discussing the possibility of separating the IPSF Liaison and SEO positions, thus making them one year positions each that are not connected

Student Exchange Officer: Gabrielle-Anhoury-Sauvé

Roles and Responsibilities

- Disseminate and promote information regarding IPSF Student Exchange Program (SEP) via the local IPSF Representatives;
- Conduct an active search for host sites for SEP;
- Facilitate the IPSF SEP outgoing and incoming student exchange process in Canada by matching approved applications to outbound host countries and matching incoming students with Canadian hosts;
- Coordinate the exchanges during Summer 2019 by supporting the local representatives taking part in SEP as well as Canadian students abroad.

Activities to Date

- Updated CAPSI's public page on the SEP database;
- Called out the applications for SEP and gathered them;
- Searched for Canadian Hosts;
- Tool up local IPSF representatives on how to find hosts throughout Canada and conduct a great SEP in their respective cities;
- Proceeded with the reimbursements of the SEP fees;
- Completed 2017-18 SEO Annual Report to summarize and analyze incoming and outgoing exchange numbers;
- Gathered Canadian and foreign SEP applications.

Student Exchange Program Statistics

SEP 2015-2016

- Sent 10 students, received 21 applications (Quota: 12)
- Set up 14 international exchanges to Canada / 13 were successful

SEP 2016-2017

- Sent 29 students, received 32 applications (Quota: 29)

SEP 2017-2018

- Sent 15 students, received 17 applications (Quota: 18)

SEP 2018-2019

- Sending XX students, received more than 40 applications (Quota: 27)
- The following cities are participating in SEP this year: Montreal, Saskatoon, Winnipeg, Vancouver, Toronto, and St John's (NEW!)
- Community Pharmacy, Hospital Pharmacy and Research.

Future Activities

- Meet with the SEP Committee after PDW 2019 to select outgoing applicants;
- Continue the search for host sites to increase the number of incoming students;
- Place successful SEP applicants (outbound) with their preferred host country and/or international pharmacy association. Goal: to have all outbounds placed by the end of MArch 2019;
- Match all incoming applicants according to with hosts by the end of February 2019;
- Communicate responsibilities of local IPSF reps to ensure transportation, housing and social activities for incoming students are well organized and add to their experience;
- Attend future SEO meetings organized by the Chairperson of SEP.

All SEP applicants will be notified of their application status following PDW

CAPSIL Editor:
Narthaanan
Srimurugathan

Roles and Responsibilities

- Publish 3 issues of the CAPSIL
- Increase readership and participation of CAPSIL among members
- Uphold bilingualism within CAPSI
- Chair the Translation Committee, and serve as a member of various CAPSI subcommittees

Activities to Date

- Delegated roles and responsibilities for local CAPSIL representatives (new initiative)
- Coordinated translation of CAPSI competition documents, election profiles, CAPSIL articles, etc. through the Translation Committee
- Participated in various subcommittee meetings and initiatives

Future Activities

- Release CAPSIL Winter 2019 and Spring 2019 issues
- Tentative release dates of February 15, 2019 and May 15, 2019
- Continue to coordinate translation of CAPSI National documents, CAPSI website, CAPSIL issues, etc. through the Translation Committee

Thank you

- To the CAPSI national executives, CAPSI local representatives, CAPSIL local representatives, pharmacy students, and pharmacists who have contributed to the CAPSIL
- To the pharmacy students who have translate documents as part of the Translation Committee
- To our dedicated CAPSIL readers and supporters like you!

Webmaster:
Pauline Tram

Website Responsibilities

- Maintain and update the contents, appearance, and functionality of the CAPSI National website
 - Event descriptions, campaigns, CAPSIL, meeting minutes, PDW, sponsors, etc.
- Develop new pages and website functions as needed
- Respond to emails submitted through the Contact Us Question Form, or forward them to the most appropriate council member in a timely manner

Other Responsibilities

- Manage, maintain, and post to CAPSI National social media accounts:
 - Facebook, Twitter, Instagram, Flickr, etc.
- Take photos at annual conference to use with National Council profiles and upload photos to social media accounts
- Manage CAPSI email accounts
- Act as Chairperson of the Website Committee
- Participate actively in CAPSI committees:
 - Communications and Marketing Committee
 - Translations Committee

Activities to Date

- Website
 - With the help of my fellow council members and website committee the following pages were created:
 - Frequently asked questions page
 - How to apply to pharmacy school page
 - Informatics for pharmacy students page

CSHP Liaison: Kathleen MacMillan

Roles and Responsibilities

- Be the voice of pharmacy students and a voting member on CSHP National Board
- Be the voice of CSHP on CAPSI Council
- Attend the CSHP Annual General Meeting/Fall Board Meetings and Mid-term Board meetings
- Attend CAPSI, PDW typically held in January.
- To communicate with CAPSI's PDW Planning Committee to approach CSHP with respect to establishing a hospital pharmacy-specific talk during each annual PDW conference.
- Attend PDW Awards Ceremony and present the CSHP/CAPSI Hospital Pharmacy Student Award to recipient.
- Assist the representative from the Canadian Pharmacy Residency Board in manning the CSHP booth at the PDW Health Fair.

Roles and Responsibilities

- Represent CSHP at the CAPSI Council Meeting and report issues to the CSHP Board at the Mid-term Board Meeting in April.
- Prepare semi-annual reports to CSHP Board and to CAPSI Council.
- Prepare reports to CSHP branch student representatives at least twice a year.
- Promote hospital pharmacy practice and CSHP to pharmacy students.
- Be an active member of the National Membership Committee, and hold a leadership position as the Chair of the Student Membership Sub-committee, liaising with local CSHP student representatives at each pharmacy school through written communication and semi-annual teleconferences.
- CSHP supports a CAPSI-led EBM competition during Pharmacist Awareness Month.

Activities to Date

- Attended 2018 CSHP AGM and Fall Board Meetings.
- Worked with the Université de Montréal to create local student hospital representative positions for the university.
- Compiled an updated list of all of Canada's Hospital Representatives.
- Continue to monitor a Facebook group connecting all of Canada's Hospital Representatives – used to advertise different opportunities.
- Ensured the CSHP Student Award Winner was accommodated for PDW.
- Became the lead of the CSHP's Membership Recruitment and Retention working group in Oct. 2018.
- Began compiling information to present at the 2019 MBM.

CSHP Student Sub-Committee: Ongoing Initiative

- Compiled information regarding the terms of reference for the local hospital student representatives at each university and created a **national terms of reference document** which was reviewed by local student hospital representatives. I presented it at the CSHP's 2018 Fall Board meeting. **The document was approved and shared.**
- **Document will help further collaboration with CAPSI and therefore increase CSHP presence amongst students**, which would increase student involvement. Will also help students understand recruitment processes, which may increase willingness to volunteer.
- Objective: To address the inconsistency of student representative duties and recruitment between the branches, which may limit any standardized provincial collaboration.
- Potential to further the CSHP's collaboration with CAPSI

Future Activities

- Would like to use the Student Sub-Committee as a way to try to continue to create better communication between universities. (Perhaps organize teleconferences between local representatives?)
- Working with local hospital representatives to initiate new terms of reference at all universities starting in Sept. 2019
- Continuing to lead the CSHP Membership Recruitment and Retention Working Group

Questions?



New Business

