



Pharmacists Manitoba Professional Relations Committee Terms of Reference

Mandate

The mandate of the Professional Relations Committee is to foster greater awareness and acceptance of pharmacists as fundamental contributors to public health. The committee will assist the board in providing a long term vision that protects the reputation and values of Pharmacists Manitoba by engaging in activities that:

- Encourage pharmacists to embrace an expanded scope of practice and provide enhanced service offerings to their patients
- Foster dialogue with other health care professionals and educate them about the services that pharmacists provide
- Collaborate with the Public Relations Committee and ensure that Pharmacists Manitoba advances the credibility and visibility of the pharmacist in the community
- Identify and develop partnerships with existing and new stakeholders
- Support the development of continuing education programs that are in alignment with the strategic priorities of Pharmacists Manitoba

Reporting and Accountability

The Chair of the Professional Relations Committee will report to the Board of Directors in advance of regularly scheduled Board meetings. Urgent matters will be brought to the attention of the President, CEO, and Executive Committee immediately and as necessary. Additional Working Groups comprised of subject matter experts may be established as required. Other committee chairs will be advised of activities that may benefit from joint committee involvement or which may have the potential to impact their committees.

Responsibilities/Deliverables

- The committee will develop an annual calendar of events that it will undertake
- The calendar will mirror the term of the Chair of the committee, generally starting April and ending in March
- The committee will support the development and access to programs that will encourage pharmacists to enhance their service offerings
- The committee will identify and communicate opportunities for pharmacists to collaborate with community organizations or health advocacy groups (i.e. Diabetes screening at the work place with the Canadian Diabetes Association or presenting at the YWCA about the role of the Pharmacist)
- The committee will work closely with the Public Relations committee to assist in the development of messages to the public

Membership

The Professional Relations Committee shall consist of:

- A Chair to be appointed upon the recommendation of the Board of Directors
- The term of the office of the chairperson and committee members will be one year and may be renewed
- The Chair will be responsible for providing an orientation to new committee members and communicating the role and responsibilities of the working group to them
- The committee will be comprised of the Chair and members of Pharmacists Manitoba
- Members from relevant stakeholder groups will be invited to participate in the committee and/or working groups. Stakeholder groups may include, but are not limited to:
 - CPhM
 - CSHP
 - MANTRA
 - MIPS
 - College of Pharmacy
 - CAPSI
 - Internet/distance care
 - Long term / institutional

Additional members may be appointed by the Chair as deemed necessary and can include non-Pharmacists Manitoba members who are subject matter experts.

Meetings

- The Professional Relations Committee shall meet in person or through teleconference prior to each Board meeting unless there are no matters that have to be addressed
- Meetings shall be convened by the Chair or upon the request of at least two members of Committee
- Quorum shall be a majority of the Professional Relations Committee members.
- In the absence of the Chair, the members of the Committee shall appoint an Acting Chair
- The Chair shall set and circulate an agenda in advance of the meeting and will designate a member of the committee to act as secretary who will prepare and distribute minutes within fourteen days of the meeting
- Quorum shall be a majority of the Professional Relations Committee members
- A copy of the minutes of the meeting will be provided to the office staff for archiving
- Communication will be conducted primarily through email or by telephone when an urgent response is needed.
- The Committee will adhere to all Pharmacists Manitoba Bylaws.

Resources and Budget

The committee requires a place to meet, access to teleconference capabilities as well as support from the office with administrative tasks. The Professional Relations Committee budget to support its mandate will be determined by the Board as part of the annual Pharmacists Manitoba budget development process.

Confidentiality and Conflict of Interest

Each committee member must sign Pharmacists Manitoba Conflict of Interest and Confidentiality Declaration and Code of Conduct policies.

Remuneration

Participants are volunteers and do not receive remuneration with the exception of personal expenses that require prior approval from the Executive Committee, Pharmacists Manitoba. Consult Pharmacists Manitoba Travel Policy/Guidelines for eligible expenses. Committee Chairs are accountable for approving expenses related to their working group and for ensuring that those involved are aware of the guidelines.

Frequency of Review: to be reviewed annually

Date of Committee Review:

Date of Committee approval: March 13, 2013

Date of Pharmacists Manitoba Board of Directors approval: April 5, 2013

(Updated to new TOR template in March, 2016)