



## TERMS OF REFERENCE

### Pharmacy Virtual Advisory Team

JULY 2023

#### **Purpose**

The purpose of the Pharmacy Virtual Advisory Team (PVAT) is to provide real-time, front-line pharmacy experiences and perspectives to CPhA to enable us to both share intelligence with governments and stakeholders and to support our strategic initiatives. The information collected from members of the PVAT may be used to affect government activities or policies and/or to inform CPhA's advocacy, professional development and/or product activities and initiatives. Though initially focusing on drug shortages, the PVAT will be asked to provide insight on a variety of other issues, including but not limited to staffing, supply chain challenges, clinical practice tools, etc...

#### **Roles & Responsibilities**

##### ***PVAT members will:***

- Serve as a national feedback group for CPhA on pharmacy-related and CPhA-specific issues
- Be willing to share their real-time, front-line experiences with CPhA with the understanding that these perspectives will be anonymized and shared with governments and other stakeholders and will support CPhA's strategic initiatives
- Commit to responding to PVAT surveys within 24 hours of receipt at least 50% of the time

##### ***CPhA will:***

- Commit to ensuring that requests for feedback are relevant to our work and/or the profession
- Ensure that respondent responses are anonymized and/or aggregated before sharing externally
- Remove PVAT members from distribution lists upon request

#### **Communications**

Frequency of communications will vary depending on current events. In times of increased activity, the PVAT may be surveyed once a week for a number of weeks. Other times there may be little to no activity.

#### **Meetings**

This is a fully virtual, email and survey-based group. There are no expectations of meetings associated with membership in this advisory team at this time.