



Association of Faculties
of Pharmacy of Canada

Association des facultés
de pharmacie du Canada

AFPC Self-Care Therapeutics & Minor Ailments SIG Terms of Reference

Mission:

The Self-Care Therapeutics/Minor Ailments SIG shall focus on, promote and address key issues related to self-care and minor ailment education. The SIG will assist programs to address current and future requirements surrounding minor ailment prescribing and OTC counselling. The SIG will support pharmacy faculty by facilitating the exchange of relevant and impactful ideas and innovations regarding teaching methodology, activities, research and scholarly activities in the self-care and minor ailments arena.

Goal:

To contribute expertise in self-care therapeutics and minor ailment education, to serve as a resource for practice educators and pharmacy faculties in Canada, and to collaborate and support one another.

Objectives:

- To network, identify and promote information exchange, new approaches and methods to self-care and minor ailment education.
 - Explore teaching innovations in the classroom
 - Provide ideas around the acquisition of self-care knowledge
 - Share research endeavours
 - Discuss the future of self-care and minor ailment prescribing
- To establish guidelines for best practices in self-care (including non-prescription therapeutics) and minor ailment education.
- To liaise with stakeholders to ensure minor ailment education is meeting the needs of the practice environment.
- To develop and/or share program resources between schools/faculties that include, but are not limited to, the ideas below:
 - Pharmacist-led patient assessments
 - Prescribing algorithms
 - Tools and measures
 - OTC counselling resources
 - Strategies for curriculum integration of self-care concepts and MA
 - Strategies for integration into experiential education

- To assist members to more effectively:
 - Promote the safe, appropriate, effective and economical use of non-prescription products (including non-prescription drugs and natural health products)
 - Assist in producing optimal therapeutic outcomes by fostering precision in drug therapy selection and management of common ailments
 - Foster evolution of highly cognitive, outcomes-oriented patient care by maximizing the benefit of non-prescription drug therapy and disease management, while operating to identify, resolve and prevent drug-related problems and therapeutic misadventures
 - Assist in developing students' strategic thinking and critical appraisal skills in the context of minor ailments

Membership:

All faculty members (updated annually), and open to any AFPC members with interest in minor/common ailments and/or self-care therapeutics (per AFPC membership directory).

Ten voting members, one representing each School/Faculty/College of Pharmacy in Canada.

Term:

Chair, Vice-Chair and Past-Chair (Executive) to each serve a minimum of one year but ideally a three-year term, progressing from Vice to Chair to Past Chair. These positions are nominated by and selected from voting members.

Committee Remuneration:

There is no remuneration for participating on the SIG. Contributions are expected to be "in kind".

Decision Making:

Wherever consensus is not possible, and where required, a vote may be called by the Chair. A two thirds majority will carry a motion. The Chair will only cast a vote if there is a need to break a tie vote.

Organization:

Chair – sets agenda, presides at scheduled meetings of SIG, assigns charges and oversees SIG activities.

Oversees work of all sub-committees and/or task forces/projects.

Vice-chair / secretary – assumes duty of Chair if required, and keeps minutes of meetings. Identifies members to nominate for incoming Vice-Chair position at AGM.

Past-Chair – Provide advice to the Chair and continuity to the Executive.

SIG subcommittees / work groups– at the discretion of the Chair, subcommittees or work groups may be created for routine or special purposes.

Communications – Email and teleconferences will be the primary means of communication.

Meetings:

The SIG will hold at least two meetings per year (mid-year/annual meeting) either face to face or teleconference. The annual meeting should be held in conjunction with the AFPC meeting conference.

Reports:

The SIG Chair will provide progress reports and an annual report to the Executive Director (e.g., current activities, implications to AFPC, recommendations, future activities). The reports will be disseminated to the Council of Faculties and Council of Deans for information and review.

Approved February 8, 2018: AFPC Council of Faculties Voting Members