

AFPC e-Resource SIG Terms of Reference

Please note that this is a renewal of the original Pharmacy Informatics SIG

Background: AFPC's Student e-Resource was launched in January 2014 as a series of modules for faculty members to use in teaching pharmacy informatics (a needs assessment identified a gap in this emerging area both in terms of material and limited faculty expertise). It was developed through a collaborative national effort, resulting in an innovative, competency-based e-learning approach to shared resources, with authors from several faculties and experts in the field. A network of local peer leaders fostered its adoption across Canada, resulting in widespread use. A Pharmacy Informatics SIG was then convened to provide updates to members, discuss areas of interest and seek input into its ongoing use.

Over time, and successive rounds of funding, the e-Resource has evolved from its original Informatics scope, now offering modules on a range of topics, including Smoking Cessation, Primary Care, Equity-Diversity-Inclusion, Indigenous and 2SLGBTQIA+ Health & Cultural Safety, and Vaccinology. The e-Resource is also used by other healthcare professional programs, including medicine, dentistry, nursing, and pharmacy technicians.

The modules are hosted on a Moodle Learning Management system, an open-source platform that allows universal use by schools; this also allows for school specific initiatives, and the generation of evaluation data for educational scholarship. Advances in educational technology have been adopted; many modules have been converted from their original format into Articulate Rise, using instructional design principles, which has resulted in increased user satisfaction. Recently, a license for a translation tool, permitting the translation and multi-media formatting of selected modules into French for Francophone schools, has been purchased and is being used.

A recent inventory of modules and analytics, in addition to a renewed focus on the e-Resource with AFPC's new Executive Director, will result in the next generation of the e-Resource. The original SIG, which focused exclusively on Pharmacy Informatics, will be rejuvenated to focus on a broader range of topics, as described above, and consider emerging issues, such as the increasing use of Open Educational Resources and Micro-credentials.

Mission: The e-Resource SIG will support the continued development, implementation, and promotion of the AFPC e-Resource to enhance pharmacy education and ensure its sustainable and effective use by students and educators.

Goal: To serve as a resource for pharmacy faculties and faculty members for facilitating use of the e-Resource in pharmacy curricula.

Objectives:

- Support the review of the current AFPC e-Resource.
- Provide input regarding updating the content and usability of the e-Resource.
- Contribute to the ongoing development of the e-Resource, through authorship or peer review.
- Evaluate the integration of the e-Resource into the curriculum and the impact on student learning.
- Encourage the adoption and use of the e-Resource.

Activities may include, but are not limited to:

- Organizing webinars, workshops, or panel discussions on e-learning
- Developing and sharing educational resources, such as case studies, learning modules, and assessment tools.
- Engaging in collaborative educational scholarship on integration of the e-Resource
- Contributing to AFPC annual conferences through presentations or symposiums.

Membership: All staff and faculty AFPC members (updated annually) who are interested in the e-Resource assets. Other guests, such as subject matter experts or collaborators, may be invited as needed. Non-AFPC participants will serve in a non-voting capacity.

Term: Co-Chairs and Past-Co-Chairs (Executive) to serve a minimum of one year. The leadership could also be comprised of a Chair and Vice Chair. The ideal term for an individual to hold each position is 2-3 years. These positions are nominated by and selected from voting members.

Decision Making: Wherever consensus is not possible, and where required, the Co-Chairs may call a vote. Two thirds of the majority will carry a motion. The Co-Chairs will only cast a vote if there is a need to break a tie vote.

Organization:

- **Co-Chairs** – set agenda, preside at scheduled meetings of SIG, assign charges, and oversee SIG activities. Oversee the work of all sub-committees and/or task forces/projects, keep minutes of meetings, identify members to nominate for incoming Co-Chairs position at SIG annual meeting.
- **Past-Co-Chairs** – provides advice to the Co-Chairs and continuity to the Executive.
- **SIG subcommittees / work groups** – at the discretion of the Co-Chairs, subcommittees or working groups may be created for routine or special purposes.

Communications – Email and videoconferences 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 videoconference. The annual meeting will normally be held in conjunction with the AFPC conference.

Reports: The AFPC e-Resource SIG will report to the Council of Faculties. The SIG Co-Chairs will provide progress reports as needed 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.

Committee Remuneration: There is no remuneration for serving on the SIG. Contributions are expected to be “in kind.”