

Terms of Reference: Ontario College of Pharmacists Registrant Reference Group (RRG)

1.0 Background

In 2022, the College formed an external EDI (Equity, Diversity, and Inclusion) Advisory Group (EDIAG) whose purpose was to provide advice to the College as it identified initial EDI focal areas and activities covering regulatory functions and pharmacy practice. The advice that the EDIAG would provide would be informed by the members' personal and professional experiences and expertise, along with data collected throughout the process. In 2023, the decision was made to transition the EDIAG to a Registrant Reference Group (RRG) of pharmacy professionals with diverse expertise and experiences to provide meaningful input as the College takes action on our commitments to equity, diversity, and inclusion. Feedback from patients and the general public is being sought through other means.

2.0 Purpose and Scope

The RRG will provide perspective and advice related to regulatory matters in response to requests from OCP staff. The RRG will have no authority to make decisions or initiate inquiries. The opinions of the RRG, or any of its members, will be their own and will not be expected to conform to OCP positions or opinions.

3.0 Administrative Responsibilities

The RRG will be stewarded by the College's EDI Department. The EDI Department will take on all administrative responsibilities and act as the main contact for members. The EDI Department will facilitate access to the RRG from other departments, including seeking agenda items and materials for review.

4.0 Membership

Members representing community and hospital pharmacists and pharmacy technicians will be selected through an open recruitment using a defined set of criteria, which include their experience in and with the profession, demographic diversity, and interest and experience in EDI. The breakdown of membership is represented below.

Members must meet the following criteria

- Currently practicing pharmacy, recent pharmacy practice experience (within the previous 5 years), or actively seeking to practice pharmacy in Canada.
- Identify with one or more equity-denied groups
- Demonstrate an understanding of an equity, diversity, and inclusion lens at an institutional and systemic level
- Commit to attending quarterly meetings

Sponsor

- Shenda Tanchak (she/her), Registrar and Chief Executive Officer

Staff Leads

- Delia Sinclair Frigault (she/her), Manager, Equity, Diversity, and Inclusion – Chair
- Jacq Hixson-Vulpe (they/them), Strategic Advisor, Equity, Diversity, and Inclusion – Staff Facilitator

Advisory Group Members

- Pharmacists (up to 6)
- Pharmacy Technicians (up to 3)

4.1 Terms

- RRG members are asked to commit a minimum of one (1) calendar year with the potential for annual renewal of membership
- If a member is unable to remain involved, they should contact the EDI Department as soon as possible
- If a member misses 2 meetings without prior notice, the College reserves the right to terminate their membership
- New members will be sought as needed, with a goal of ensuring diverse practice and demographic representation
- Members may be removed at the discretion of the College if their behavior does not confirm to the values of the College, abide by all relevant policies, and uphold the [standards of the profession](#) or [code of ethics](#)

5.0 Meetings

Most meetings will be held virtually, with in-person meetings held if deemed necessary by the College.

To maintain continuity and consistency in discussion and group composition, members will strive to attend all meetings. Members are not permitted to send a delegate in their place if they cannot attend a meeting. If unable to attend the meeting date, members are requested to let the organizer know at least one week in advance and are encouraged to provide written feedback for consideration.

There will be an expectation of confidentiality for discussions that take place in RRG meetings such that people may use the information from a discussion, but they will not say who the speaker is or provide any identifying information.

Meetings will be up to 3 hours in duration and will occur between the hours of 9am and 5pm Monday through Friday.

5.1 Frequency

Meetings will be held on a quarterly basis. In extenuating circumstances, the College may request to schedule a meeting outside of the quarterly schedule.

5.2 Expectations

5.2.1 Expectations of registrants from College

The College will strive to adhere to the following expectations

- Respond to RRG member request and emails in a timely manner
- Schedule meetings at least one (1) month in advance
- Provide materials to RRG members at least one (1) week in advance
- Compensate RRG members within two (2) weeks of receiving relevant paperwork
- Abide by all relevant policies and procedures, including anti-discrimination and harassment policies

5.2.2 Expectations of College from registrants

Registrant members will strive to adhere to the following expectations

- Respond to all relevant communications in a timely manner
- Review materials in advance of meetings
- Abide by all relevant policies and procedures, including the anti-discrimination and harassment policies
- Actively participate in meeting discussions

6.0 Remuneration

The members will be remunerated based on the [Remuneration Policy](#) of the College. The duration of meetings will be less than 3hrs, therefore RRG members will receive ½ of the per diem rate for meeting attendance. This amount is taxable, and members will receive a T4 slip issued by the College for each year of service.

7.0 Confidentiality

Throughout the course of this work, RRG members may be privy to confidential information in the form of verbal information sharing or through circulated materials. As such, members will maintain the confidentiality of information in a manner befitting the ethical and professional standards of pharmacy professionals.

To maintain privacy, any information that members discuss outside of the meetings should not be attributed to specific people by name or by providing identifying characteristics that could result in a person.