

TERMS OF REFERENCE - Non-sterile Compounding Advisory Group

1.0 Background:

The Ontario College of Pharmacists (“College”) is mandated to protect and serve the public, and is committed to advancing safe, quality pharmacy practice throughout the province. In 2016 and 2017, the College adopted the NAPRA sterile (hazardous and non-hazardous) and non-sterile compounding standards, respectively. The standards apply to all pharmacy professionals in all practice settings that engage in sterile or non-sterile compounding in any capacity. Although implementation dates have passed, there is still a significant gap with implementation of, and compliance with, the standards.

The sterile and non-sterile compounding Advisory Groups (“Advisory Groups”) members are pharmacists and pharmacy technicians from various practice settings across the province. The groups have been established to inform and provide guidance on the opportunities and barriers of implementation of these standards in community and hospital pharmacy settings across Ontario.

This document sets out the terms of reference for the **Non-sterile Compounding Advisory Group**.

2.0 Role:

The Advisory Groups will provide guidance and recommendations to the College for policy, guidelines, and practice tools to support the application of the compounding standards, with a view to improving the safety and quality of compounded preparations.

3.0 Responsibilities and Expectations:

All members of the Advisory Groups are expected to actively participate in the discussions, including providing advice, recommendations, ideas and contributing expertise.

Responsibilities

- Review and make recommendations for policy, guidelines, and practice tools for the compounding standards
- Make recommendations on the competency, knowledge, and skills needed to support safe and quality compounded preparations
- Make recommendations on the parameters that will be necessary to ensure the safety and quality of compounded preparations including defining what falls within pharmacy (provincial oversight) and Health Canada (federal oversight).
- Assist and provide support or expertise in helping address challenges, obstacles, or risks to patients

Expectations

- Promote open and constructive collaboration and understanding, modeling the 8 Behaviours for Smarter Teams
- Actively participate in meeting discussions, including providing advice, recommendations, ideas, and feedback on topics
- Accept responsibility for follow up actions as appropriate

4.0 Membership:

Membership of the Advisory Groups will include pharmacists and pharmacy technicians. The group will consist of registrants with expertise in the following areas:

- Current knowledge/training in NAPRA compounding standards
- Different levels of compounding – hazardous, non-hazardous, risk level A, B, and C for non-sterile compounding
- Experience as a Compounding Supervisor
- Community and hospital pharmacies
- Urban, rural, and remote practice sites
- Central fill or regional focus
- Veterinary focus

The Non-sterile Compounding Advisory Group will consist of 8 participants and will focus on the non-sterile standards.

Chair of each Advisory Group to be appointed by the College.

A participant list is attached to the Terms of Reference and specifies the respective practice sites. Guests may be invited as required to support Advisory Group activities.

5.0 Attendance:

To maintain continuity and consistency in discussion and group composition, members will strive to attend all meetings. Meetings will be via video conference, or in-person if required. If unable to attend on the meeting date, members are encouraged to provide written feedback about agenda items in advance of the meeting.

6.0 Decision-making:

The Advisory Groups do not have decision-making authority. Rather, they will provide expertise and advice to the College. The group will inform College decisions respecting the policies, guidelines, and practice tools related to the compounding standards. The Advisory Group members will contribute to decisions within the limits of their expertise.

7.0 Frequency of meetings and manner of call:

The Advisory Groups will meet up to four times a year. Most meetings will be held via MS Teams (1-2 hour duration). If required, in-person meetings will be held in Toronto at the College, with reasonable notice given in advance to each member.

8.0 Secretariat support:

The College will be responsible for providing secretariat support for the Advisory Groups by:

- Scheduling and hosting meetings
- Coordinating the preparation of information including but not limited to agendas and minutes
- Distributing meeting agendas and other materials prior to meetings
- Recording proceedings and reports, and maintaining information for the work of the Advisory Groups
- Ensuring meetings take place in venues accessible to persons with disabilities

9.0 Expenses:

Advisory Group members may claim reimbursement in accordance with the [College's by-laws](#).

For each virtual meeting under 3 hours, a half day per diem amount will be reimbursed. This amount is taxable, and members will receive a T4 slip issued by the College for the tax year. Virtual meetings will include long-distance conferencing options.

For any in-person meetings reimbursement of allowable expenses will be provided. Please review the [Remuneration Policy & Summary of Allowable Expenses](#)

10.0 Non-Disclosure, Confidentiality and Conflict of interest:

Advisory Group members may be privy to confidential information. To support open dialogue, all members of the Advisory Groups will be required to sign a statement of confidentiality and non-disclosure.

Members must make a declaration of any potential conflicts of interest related to Advisory Group business. Conflicts of interest will be acknowledged at the beginning of each meeting.

11.0 Review:

Terms of Reference, including roles, responsibilities, and membership will be reviewed as needed.

12.0 Participant List:

Non-sterile Compounding Advisory Group members

In alphabetical order

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|----------------------|---|
| Stephanie Abramovich | Pharmacy technician, Silver Specialty Rx |
| Sarah-Lynn Dunlop | Pharmacy technician, Stuart Ellis Pharmacy |
| Ashley Gubbels | Pharmacist, Roulston's Pharmacy |
| Joshua Hamid | Pharmacist, Hospital for Sick Children |
| Nigam Parikh | Pharmacist, Rx Drug Mart |
| Cindy Teng | Pharmacy technician, Toronto General Hospital |
| Bronwyn Tolmie | Pharmacist, Elora Apothecary |
| Pei Yong | Pharmacist, Summit Veterinary Pharmacy |

OCP Staff Support

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|----------------|----------------------------|
| Judy Chong | Manager, Hospital Practice |
| Deena Hamzawi | Practice Consultant |
| Melanie Zabawa | Practice Consultant Lead |