Annual Chapter Report

Date of report submission: May 15, 2015

**Name of School/College:** University of British Columbia, Faculty of Pharmaceutical Sciences

**Chapter name and region:** Delta Gamma Chapter, Northwest Region (VII)

**Chapter advisor’s name and e-mail address:** Dr. Mary Ensom (mary.ensom@ubc.ca)

 Dr. Arun Verma (arun.verma@ubc.ca)

**Delegate who attended the Rho Chi Annual Meeting:** Jennifer Jun, President

**Date delegate’s name submitted to Rho Chi:** January 15, 2015

**Past year’s officers and e-mail addresses:**

*President:* Renee Dagenais (renee\_degenais@hotmail.com)

*Vice President:* Maninder Johal (mjohal27@hotmail.com)

*Secretary:* Kimberly Hilchie (khilchie@gmail.com)

*Treasurer:* John Vu (HuyJohnVu@gmail.com)

*Historian:* Flora Yu (ffflorayo@gmail.com)

*PhUS Liasion:* Katherine Go (kayeego@gmail.com)

*Webmaster:* Matthew Chiang (mathewchiang@gmail.com)

**New officers and e-mail addresses for next academic year:**

*President:* Jennifer Jun (jenn.jun@hotmail.com)

*Vice President:* Jarred Kelly (jarredkelly@hotmail.com)

*Secretary:* David Langill (david.langill@live.com)

*Treasurer:* Shermaine Ngo (shermaine.ngo@gmail.com)

*Historian:* Kevin Nguyen (kevinnguyen@hotmail.com)

*PhUS Liasion:* Lingxi Li (lingxilee@hotmail.com)

*Webmaster:* Ada Lo (adatilo@gmail.com)

**Number of Rho Chi student members at college:**

*Class of 2015 (4th year students):* 39

*Class of 2016 (3rd year students):* 40

**Meetings**: Provide information on meetings held in the following tabular format (Limit 1.5 page)

All reference to event planning activities (except for those involving a major change or addition to the event) have been omitted in an attempt to reduce the length of the following table while reducing a duplication of data from the activities table. An unabridged copy can be found as an addendum.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Attendance | Agenda | Action Steps |
| 2014-09-09 | 6 Executives | 1. Initiation dinner | 1. The executive will take over the bulk of the planning for the event. Recruiting, fee collection, and speaking responsibilities have been set. |
| 2 Faculty advisors | 2. Rho Chi Banner | 2. A high quality image of Rho Chi's logo has been obtained. The executive will create a banner and submit it for approval by Rho Chi International. |
|   | 3. Club's Night | 3. Cancelled due to time/scheduling conflicts. |
|   | 4. Tutoring service | 4. Four Rho Chi executives will attend. Promotion will consist of a booth and handouts. |
|   | 5. Interview preparation sessions | 5. It is too late to organize practice interviews for community pharmacy placements. Rho Chi will approach PhUS about taking over residency interview preparation sessions. |
|   | 6. Turnover packages | 6. Summaries will be created for all of our chapter's events and placed in our chapter's DropBox in order to make the turnover process smoother.  |
|   | 7. OPT Presentation | 7. The executive has decided to help Options for Sexual Health promote their upcoming event.  |
| 2014-09-29 | 7 Executives | 1. Initiation dinner | 1. AMS catering has been selected for the event |
| 1 Faculty advisor | 2. New Members | 2. Forty out of 44 candidates have accepted their invitation. Responsibilities for fee collections and ordering have been assigned.  |
|   | 3.Interview Preparation Sessions | 3. Rho Chi will be hosting the event come November. Guidance from alumni will be sought. |
|   | 4. Rho Chi Banner | 4. The design has been finalized and the banner will be ordered. |
| 2014-10-14 | 5 Executives | 1. Initiation dinner | 1. A menu and a budget has been determined. |
| 0 Faculty advisors |   |   |
| 2014-10-20 | 6 Executives | 1. New Council Election | 1. Emails advertising the available positions and responsibilities will be sent to all of our chapter's eligible members. An election date has been set. |
| 0 Faculty advisors |   |   |
| 2014-10-27 | 6 Executives | 1. New Council Election | 1. Speaking responsibilities have been set. |
| 0 Faculty advisors |   |   |
| 2015-01-06 | 7 Executives | 1. Finances | 1. Account moved to Scotia Bank |
| 1 Faculty advisor | 2. Elementary school outreach program (ESOP) | 2. One of our faculty advisors (Dr. Verma), in conjunction with our webmaster, has proposed a new community outreach project. University level funding will be sought. |
|   | 3.College of Health Disciplines closing consultation | 3. The Executive has voted to attend. |
|   | 4. Locker space | 4. PSSJ has agreed to allow us access to their PhUS locker for storage while we investigate other options. |
|   | 5. Mock OSCEs | 5. We have agreed to charge a $10 fee. |
|   | 6. Meeting time change | 6. Meetings will now be held from 1-2 on Tuesdays to better accommodate the faculty advisors’ schedules. |
| 2015-01-13 | 7 Executives | 1. Rho Chi annual conference | 1. Our president has registered as our delegate.  The dean will be approached for funding. |
| 2 Faculty advisors | 2. Funding Opportunity | 2. $500 is available through interclub funding.  We must make a list of activities and how they benefit our faculty/community to apply. |
|   | 3. Finances | 3.  Our reimbursement policy was discussed.  Funds are tight; we will be cancelling food at our outreach events this year. |
|   | 4. Housekeeping | 4.  All members will receive Gmail accounts according to their position on council.   |
|   | 5. ESOP | 5. Faculty has approved the Centennial Fund application. We have agreed to go ahead with the program regardless of whether we receive funding or not. |
| 2015-01-20 | 7 Executives | 1. Rho Chi Trimentorship Program (SMX-TMP) | 1. Although initiated by Rho Chi several years ago, the program is currently being run by two non-members.  We would like to bring the program back under our oversight. |
| 2 Faculty advisors | 2. Liability | 2.  The council has decided not to obtain insurance for alcohol-free off-campus events as per the AMS’s guidance. |
| 2015-01-27 | 7 Executives | 1. Rho Chi Annual Conference | 1. The dean has graciously offered to fund travel expenses not covered by the travel fund. |
| 1 Faculty advisor | 2. CAPSI leadership seminar | 2. Our President and PhUS liaison will attend as our representatives. |
|   | 3. Locker space | 3. There are no more available lockers.  We will work out a trading program with the PSSJ for the key. |
|   | 4. Housekeeping | 4. Our president has forwarded our contact info to Rho Chi International, as out chapter’s info has not been updated since our chapter’s induction. |
| 2015-02-10 | 6 Executives | 1. SMX-TMP | 1. We will be taking over the program starting next year. |
| 1 Faculty advisor | 2. Dean’s luncheon | 2. The Rho Chi executive has agreed to attend. |
|   | 3. High School Outreach Program (HSOP) | 3. This activity may no longer be necessary as the faculty is doing something similar.  Our president will meet with faculty to discuss. |
| 2015-02-17 | 4 Executives | 1. HSOP | 1. Our faculty advisors have requested that we focus on discussing the risks/benefits of drugs. |
| 1 Faculty advisor | 2. Club Activity Documentation | 2.  Our president has requested that each activity be concluded with a one page summary. |
|   | 3. ESOP | 3. We have agreed to cooperate with Kappa Psi. |
|   | 4. Housekeeping | 4. The executive has been reminded about the policy regarding missed meetings. |
| 2015-03-03 | 6 Executives | 1. Mailbox | 1. We were denied a mailbox by PhUS.  We will have our mail forwarded to student services. |
| 1 Faculty advisor |
| 2015-03-10 | 7 Executives | 1. PhUS Rep. | 1. The PhUS rep must find a replacement if she cannot attend a PhUS meeting.  |
| 0 Faculty advisors |
| 2015-03-17 | 7 Executives | 1. SMX-TMP | 1. The president has proposed creating an 8th executive position to run the program. |
| 2 Faculty advisors |
| 2015-03-24 | 7 Executives | 1. Statistics workshop | 1. A $25 dollar gift card has been authorized as a thank-you. |
| 2 Faculty advisors |
| 2015-04-07 | 6 Executives | 1. Rho Chi annual conference | 1. The executive will write a thank-you card to the dean for funding the trip. Ideas gleaned from the conference to be instituted next year include coffee talks and CE activities. A decision was made to apply for chapter awards based on our level of activity compared to other chapters.  |
| 1 Faculty advisors |
|   |   | 2. Sorority Sexual Health outreach | 2. A decision was made to convert/supplement the sexual health awareness booth with in sorority presentations in the fall. |
| 2015-04-28 | 7 Executives | 1. Chapter Report | 1. Internal deadlines and responsibilities have been set. |
| 2 Faculty advisors |
|   | 2. Induction Dinner | 2. A call for fundraising suggestions has been made. |

**Strategic Planning**: The principle goal set by the executive council this year was to develop a Rho Chi that is financially sound for the next executive council to inherit. The Delta Gamma chapter is a young chapter, having only been established in 2010, and still depends heavily on financial support from the office of the dean to fund our induction dinner and, in addition this year, the travel expenses for our delegate to attend the national convention. The current executive believes that this arrangement is unsustainable. It is difficult to promote the highest ethical standards and to encourage collaboration when the potential exists for it to appear as if the dean, a Rho Chi inductee, is playing favourites. It is also difficult to foster leadership when the council cannot afford to run their own affairs. As such, the Delta Gamma chapter executive has followed a policy of strict cost control this past year, focusing on minimizing unnecessary costs, promoting events that require minimal financial overhead, and collaborating with other campus organizations to share activity expenses, all while continuing the mission we have had since our inception, which is to expand the array of activities we offer, especially in the community setting. We believe we still have a lot of room to grow, as evidenced by our two new activities for the year, the elementary school community outreach program and the Tuesday tutorials initiative, initiatives that offer benefits to Rho Chi volunteers beyond the normal free lunch that other organizations in our faculty use to draw student interest. Our goal for the 2015/2016 academic year will be to achieve a balanced budget by developing new fundraising activities that align with Rho Chi’s mission statement, similar to the mock OSCE, which is our current largest fundraiser. We believe that a sound financial structure will provide the foundation that the Delta Gamma Chapter needs to survive and flourish after the current executive’s term has ended and will allow the new executive to freely pursue all of the goals outlined in Rho Chi’s mission statement.

**Activities**:

***Community Outreach Presentation Initiative* - Ongoing since 2013**

Groups consisting of 3-4 UBC Pharmacy students are formed to prepare and deliver educational presentations on pre-selected health topics to the community at various sites throughout the lower mainland. Sites ranged from community centers to churches, while the topics included cardiovascular medications, bone health, OTC safety in the elderly, etc. Licensed pharmacists were also present to assist in answering questions and to confirm that all information given by the students was accurate. The purpose of this initiative is to improve presentation skills and foster leadership within Rho Chi and among student volunteers of Pharmacy. Also, the purpose is to give back to the community by educating them on common health topics and medication management.

***Elementary School Outreach Initiative* - NEW**

With partnership with local elementary schools, UBC Pharmacy students prepare and deliver fun and interactive presentations to elementary students, grade 2-5. The presentations primarily focus on treatment of common minor ailments and appropriate use of associated over-the-counter (OTC) products and the importance of differentiating drugs from common everyday items and drug safety. With the goal of prevention through education, the Rho Chi Society wants to empower children with knowledge; therefore, when they encounter these minor ailments in the future, they are well-equipped to make safe and informed decisions. Equipping children with basic and fundamental understanding of their conditions and medications will enable children to use medications appropriately even when parents or teachers are not around and help them become more aware of and responsible for their health choices earlier on. In addition, the initiative benefits students by providing opportunities to educate patients, develop communication skills for age-specific patient population and contribute to the community. Students can also advocate for their profession and the expanded roles of a pharmacist.

***Sexual Health Awareness Campus Outreach -* Ongoing since 2013**

As pharmacists we have extensive knowledge on the appropriate use of contraceptives and about sexual health. This event provides an opportunity for students on campus to engage with pharmacy students and gain direct access to sexual health knowledge. The collaboration with nursing professionals highlights the substantial training nurses have in sexual transmitted diseases and pharmacists in effective and safe contraceptive use. This allows a more well rounded coverage to help with inquires that our students may have. In addition, this event is also a fantastic opportunity for pharmacy students to gain experience in developing therapeutic relationships with other health professionals. Booths were set up at 5 different locations around using resources provided by Options for Sexual Health. The open nature of the booths, combined with a lack of female volunteers may have discouraged some women from approaching the booths. We are planning to modify the program by directly approaching sororities to make presentations in the privacy of their houses.

***Summer Student Research Program (SSRP) Information Session* - Ongoing since 2010**

The Rho Chi society collaborates with the faculty and researchers to host an information session for the Summer Student Research Program (SSRP). The session provides information about the Rho Chi organization and its membership and the SSRP programs. It introduces researchers and their projects to students and explains the application process. By liaising students and experts in the field of research and facilitating their communication, we encourage students’ academic development and achievements beyond the classrooms.

***Mock OSCE -* Ongoing since 2011**

To support the graduating class preparing for the Objective Structured Clinical Examination (OSCE) portion of the Pharmacists Qualifying Examination, Rho Chi runs mock OSCE sessions annually. This year, 149 of the graduating students participated in 6 sessions over 3 days. Rho Chi executives came up with the practice questions (9 assessment stations including 3 counselling scenarios) and had them reviewed by the faculty members. Around 40 volunteers (1, 2, and 3rd year pharmacy students) were recruited as actors and assessors for counselling stations. After each session, a debriefing period was arranged so that students could have immediate feedback, correct answers, and opportunities to ask questions and clarify any confusion. Any questions or concerns that could not be addressed sufficiently by the Rho Chi members were sent to a faculty member, whose response was then distributed to the participants. The mock OSCE has received great feedback from both the participating students, who get to practice for their licensing exam in a simulated setting, and volunteers, who become familiarized with the examination process earlier on, reflect on their own performances from the evaluator’s perspective, and improve in the future.

***Journal Club -* Ongoing since 2011**

The Journal club is hosted by Rho Chi and facilitated by a faculty member trained in the critical appraisal of primary literature. The facilitator selects a relevant article for students to review prior to the session. Students are also given a list of questions to consider while they review the article. During the session, the facilitator and participants critically appraise the article. The goal of the sessions is to increase the participant’s skill with critical appraisal and improve their application of evidence based medicine. The Journal Club promotes critical thinking and intellectual inquiry among Rho Chi members by enhancing their ability to evaluate and apply primary literature. The Journal Club also contributes to the development of future leaders in pharmacy practice by enhancing skills that are otherwise difficult to improve. By possessing these highly developed skills, participants will be better positioned to be leaders in their practice. Participant and facilitator feedback was discussed during the next Rho Chi Executive meeting. Improvements were made this year by utilizing online polling software. Students were given a choice of what days would work best for them to attend the Journal Club. The dates that the most students were available were selected. This allowed more students to attend the Journal Club.

***Statistics Workshop -* Ongoing since 2011**

The statistics workshop is hosted by Rho Chi and facilitated by a faculty member trained in the statistical analysis used in clinical trials. During the 3 hour long lunchtime sessions the facilitator walked the students through concepts such as random sampling, p-values, bias, and statistical significance. During the third session the facilitator and students statistically analyzed an article from a medical journal which emphasized understanding of the previously discussed concepts. The Statistics Workshop promotes critical thinking and intellectual inquiry among Rho Chi members by enhancing their ability to interpret the statistical data presented in clinical trials and question whether or not the data is valid. The Statistics Workshop also contributes to the development of future leaders in pharmacy practice by enhancing skills that are otherwise difficult to improve. By possessing these highly developed skills, participants will be better positioned to be leaders in their practice. Participant feedback has been gathered in the past and was overwhelmingly positive. Sessions were moved to lunchtime to accommodate more student participants. Online polling software was also utilized to determine the best days to hold the sessions

***Tuesday Tutorials -* New**

This program consists of weekly student run tutorials covering selected topics from class in line with Rho Chi’s mandate for fostering intellectual achievement and leadership. The program was originally headed by a lone non-member who was having difficulties booking rooms due to his individual status. Rho Chi offered to handle room booking while allowing the non-member to run the program. Unfortunately the weekly turnout was quite poor (<10 students), due to scheduling conflicts and a lack of advertising. Rho Chi will fully absorb this program in the fall and plans to heavily promote the event while providing clear leadership to ensure that the program is successful.

***Pi Week -* Ongoing since 2013**

This program is our largest fundraiser of the year. All proceeds went directly to charity. This program is intended to raise awareness of Rho Chi and its commitment to philanthropy, to foster community within the Pharmacy Faculty and to raise funds for the BC Children’s Hospital Foundation. In essence, two volunteers were pitted against each other. Jars were passed around, and whichever volunteer had the most money in their jar was pied in front of the entire faculty. This process was repeated for each year of the program as well as for faculty, and new for this year, staff. As a reward for exceeding our funding goal of $1000 by $50 and beating last year’s total by over $100, one of our faculty advisors (Dr. Mary Ensom) along with a beloved, retiring professor were pied as an encore. Videos of the event were recorded for posterity. Overall, the response to the event was excellent, as it boosted the awareness of Rho Chi as supporters of the community and promoters of school spirit.

***OPT Lunch-Time Presentation* - Ongoing since 2013**

A presentation regarding sexual health and contraception was held in late September to help students be more comfortable speaking about sexual health with patients and promote the importance of effective communication regarding sexual health and contraception. A Provincial Educator responsible for educating health care professionals on how to discuss sexual health and contraception in a sensitive and respectful way with patients delivered a 1 hour presentation for third year students who had just completed their lecture curriculum on sexual health. Sexual health is a sensitive topic, however this presentation helped equip pharmacy students with tools to effectively communicate with patients on this topic, thus bolstering leadership and expanding the scope and intellectual arsenal of pharmacy students.

***Pharmacokinetic (PK) Tutorials* - Ongoing since 2013**

The Rho Chi Executive Council, some fourth year Pharmacy students, as well as Dr. Mary Ensom collaborated to create a Pharmacokinetic tutorial package for fourth year students. The package provided a comprehensive summary of key PK concepts regarding the drug therapy of select agents (Aminglycosides, Cyclosproine, Digoxin, Phenytoin, and Vancomycin). This package was made available to all fourth year students. The goal of this tutorial was to refresh students’ memories on important PK topics, thus helping them on their clinical rotations. The tutorials served as a tool to aid pharmacy students chase intellectual achievement and excellence in Pharmacokinetics.

***Rho Chi TMP-SMX Trimentorship Program* - Ongoing since 2011**

This is a mentorship program that pairs pharmacy students with current pharmacy residents and their preceptors to provide the student with experience with the hospital residency program and what being a resident entails. Students also are given shadowing opportunities in clinical settings and gain experience in research by assisting in residents' research projects. This program gives first hand exposure to the residency program and therefore supports the development of students into intellectual leaders in the profession.

***Trivia Night* - Ongoing since 2013**

This is a fundraiser for BC Children’s Hospital. A trivia night is hosted at the campus lounge where teams of pharmacy students compete against each other for bragging rights and a $100 gift card. Funds are raised by charging a $5 fee per participant. Over 45 people attended, raising $225 before expenses.

**Financial/ Budgeting**:

Our biggest cost-incurring activity of this year was attending the annual Rho Chi meeting in San Diego. The attending delegate applied for the travel fund available for pharmacy students and received extra support from the faculty with the dean’s approval. Another expensive event is the induction dinner, which happens in November. It has been paid by the faculty in the past, but as the chapter wishes to be more self-sufficient, we are budgeting it this year. Total income generated from mock OSCE ($1115.25) will go towards it. Also, we are currently brainstorming another fundraiser to put on in the next academic term to pass on a healthy balance to the next executive team.

We take a minimalistic approach for all other Rho Chi initiatives with no set budget; we believe that we can host useful, educational or philanthropic events benefiting the student body, faculty and community without spending too much money. By recruiting volunteers, seeking help within the faculty, collaborating with other organizations and looking for donations, we have successfully put on many events without any cost at all. However, when needed, the executives make spending decisions in the planning phase of events during the weekly meeting and the treasurer and president oversee and approve the reimbursements. Usually, the total cost does not exceed $100.

**Initiation Function**:

The yearly Rho Chi Initiation Banquet took place on the evening of November 13th, 2014 at the UBC Pharmaceutical Sciences Building atrium. Attending were the 40 new student inductees, 2 new faculty inductees, the 7 members of the previous Rho Chi Executive Council, and 1 existing faculty member. Once all the attendees had arrived, the faculty advisors Dr. Arun Verma and Dr. Mary Ensom welcomed the new members into the Delta Gamma Chapter, discussed what it means to be a Rho Chi member, and encouraged members to continue to pursue excellence in the medical field of pharmacy. The opening remarks were followed by a buffet dinner. After the dinner, the past Rho Chi Executive Council recited the Rho Chi oath and presented the new members with a commemorative pin and membership certificate. After the induction, a group photo was taken and the new Rho Chi Executive Council was officially introduced.

**Evaluation/Reflection**: Provide a reflective paragraph that evaluates the effectiveness of your activities and ways to improve. (Limit 500 words)

The Rho Chi Honour Society definitely took several steps to improve and expand its presence in the past year. The Delta Gamma Chapter put on several events that stayed true to the Rho Chi mission statement. Some of these events, i.e. the Statistics workshop and Journal Club, fostered unity among members while also helping them pursue intellectual excellence, and were met with very positive feedback from Rho Chi members. Furthermore, several events/activities were organized to allow members to strengthen leadership skills and expand the scope of the profession. The Community Outreach Program Initiative, Sexual Health Awareness Campus Outreach, and the Elementary School Outreach Initiative all provide members with an opportunity to become leaders and widen the scope of practice by educating the community in less traditional ways. These particular activities were also open to non-members which helped increase awareness to the Society. Overall, the number of patients impacted by these Outreach programs is the highest ever by the Delta Gamma Chapter. This year, Rho Chi also advocated for intellectual achievement and critical inquiry by holding the Mock OSCE and introducing the Tuesday Tutorials. These activities helped aid the learning of many students (members and non-members) and were very well received. The Delta Gamma Chapter also held several fundraisers (Pi Week, and Trivia Night) to increase awareness about Rho Chi and, most importantly, give back to the community. Over $1000 was raised and donated to BC Children’s Hospital. Overall, Rho Chi has had a successful year where we have been able to introduce exciting new endeavours and effectively expand existing activities, all of which have been met with great feedback from members, non-members, and the community

Although, volunteer support for our activities and events was mostly sufficient, it was usually the same Rho Chi members that stepped up. A goal for next year would be to encourage more members to participate in our initiatives, possibly by pointing out the benefits that our events/activities have to offer. Also, the Community Outreach Presentation Initiative had overwhelmingly positive feedback from the attendees, however an issue from some of the presenting groups was the ratio of senior students to junior students in the group. For the future, there should be at least a 1:1 ratio of upper year to lower year students in the group to ease the workload of the senior students and to allow for optimal mentoring and guidance of the junior students. Finally, Rho Chi did not have a lot of funding to support its endeavours at the beginning of the year; a goal for next year would be to be more cost effective and provide greater financial support to the next year Rho Chi executives.

**Other information**: If you would like to provide other information about your chapter that was not included in the above categories (e.g., development of a new website, organizing a regional meeting, etc.), add it here: (Limit 500 words)

N/A

**If your chapter would like to be considered for the Most Improved Chapter Award, please complete the following form on a separate page.**

Most Improved Chapter Award

Name of School/College: University of British Columbia

Chapter name and region: Delta Gamma, Northwest Region (VII)

Name of member submitting statement: Jennifer Jun

Name of Chapter Advisor: Dr. Mary Ensom, Dr. Arun Verma

The 2014/2015 academic year has been a year of major improvements for the Delta Gamma Chapter. The 2013/2014 year saw the largest increase in activity of any year since our inception, but many of the events were underdeveloped due to their newness and time constraints. The 2014/2015 council focused on refining the raw concepts developed in the 2013/2014 year, expanding their scope, and developing new programs that align with Rho Chi’s mandates for intellectual leadership, academic excellence, and collaboration. The Delta Gamma Chapter’s activities this year affected more Rho Chi and community members than any year previous.

* Our chapter now manages over one dozen activities. No previous year managed to exceed 10.
* Our Community Outreach Initiative tripled in size from 12 presenters and 2 sites last year to 35 presenters and 9 sites this year.
* Our Mock OSCE event hosted more students than in any previous year, expanding to nearly 150 participants.
* We exceeded our Pi week fundraising goal of $1000 by $50, breaking last year’s total by well over 10%. All of the proceeds were donated to BC Children’s Hospital, unlike in previous years where half the proceeds went to Rho Chi.
* The TMX-SMP mentorship program was reabsorbed into Rho Chi and is now fully under our guidance, fixing a glaring problem where our name was being used to promote a program that past councils had allowed to stray.
* We started two new initiatives this year, the Elementary School Outreach Program which provides medication safety education to young children and Tuesday Tutorials which provides a venue for students to lead group discussions.
* We have stayed true to Rho Chi’s mandate of fostering collaboration by actively engaging in collaborations with the Nurses on Campus, Kappa Psi, CAPSI, and the faculty.
* We increased our international presence by attending the Rho Chi International conference as the ONLY international chapter, something last year’s council was not able to do.
* We inducted more members than any year previous (40 students + 2 faculty, 91% of eligible candidates) proving Rho Chi’s good name is spreading.
* All of this was done while reducing our overhead, putting us closer to our strategic goal of financial independence.

**Appendix 1**

**Chapter Activities Report Template**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category of Activity1 | Title of Activity | Brief Description2 | How Does This Activity Align With the Rho Chi Mission Statement? | Years the Activity has Been Ongoing? | If Activity has Been Ongoing for >1 Year, What Evaluations Have Been Done to Assess the Success of the Activity and What Improvements Have Been Done Over the Past Year? | How Many Members Participated in the Activity? | How Many Students (non-members) and/or Patients were impacted by the Activity? | Financial Information for the Activity [Budget Required, Fundraising Amount] |
| Intellectual Leadership Activities (i.e., tutoring, sponsored lectures, poster sessions, etc.) | Journal Club | Recent articles are reviewed in small groups under faculty guidance in order to evaluate their scientific merit. The activity is held twice a year. | Encourages critical inquiry among Rho Chi members through a critique of the literature. | 3 Years | **Evaluations:** Participant feedback was solicited. The response was mixed, as a handful of students dominated the discussion. **Improvements:**  N/A | 20 | 0 | $0.00 |
|   | Statistics Workshop | An experienced faculty member lead Rho Chi members through a group-setting workshop focussed on the practical use and interpretation of statistics in the literature. | Fosters critical inquiry and instills intellectual excellence among Rho Chi members through an understanding of statistics. | 3 years | **Evaluations:** Participant feedback was solicited. This was a very popular event. **Improvements:**  Demand was high enough to merrit a full three sessions. | 25 | 0 | $0.00 |
|   | Mock OSCE | A simulation of the Objective Structured Clinical Examination (OSCE) portion of the Pharmacists Qualifying Examination held as 6 sessions over 3 days with opportunities for participants to learn from their mistakes. | Encourages academic excellence among all pharmacy students. | 3 Years | **Evaluations:** Both participant and volunteer feedback was solicited. The overall response was very positive. **Improvements:** Volunteers were overbooked in anticipation of many not showing up, as the event was held after classes ended.  | 40 | 190 | Cost:$52.60 (printing of exam materials) + $322.15 (lunch for volunteers) = $374.75 Funds raised:$1490 Amount generated: $1115.25 |
|   | OPT Lunch-Time Presentation | An experienced Provincial educator delivered a 1 hour lunch-time presentation to third year pharmacy students to help them become more comfortable discussing sexual health and contraception with patients. | This presentation helped equip pharmacy students with invaluable communication skills, thus molding them into leaders in the pharmacy field and gave pharmacy students an opportunity to pursue intellectual excellence in a sensitive health area. | 2 | **Evaluations:** feedback was requested from both the speaker and the attending students regarding the effectiveness of the 1 hour talk **Improvements:**  The presentation was held later in the fall semester to allow for third year students to complete their curriculum lectures on sexual health so that they are more familiar with the topic before the talk. Previously it was held before students finished these lectures. | 15 | 60 | $0.00 |
|   | PK Tutorial | A few fourth year students and Pharmacokinetics professor (Dr. Ensom) created a package for fourth year students covering key PK topics. This tutorial package was meant to aid students going on their hospital clerkships.  | The tutorials served as a tool to aid pharmacy students chase intellectual achievement and excellence in Pharmacokinetics. | 2 | **Evaluations:**  feedback was requested from the pervious fourth years regarding the layout, comprehensibility, and usefulness of the package **Improvements:**  based on previous feedback, adjustments were made to the tutorial package to make the material more relevant to hospital pharmacy | 2 | 200 | $0.00 |
|   | Tuesday Tutorials | Weekly review sessions on selected topics from class hosted by student volunteers. | Encourages academic excellence and intellectual leadership. | New | N/A | 2 | 8 | $0.00 |
| College of Pharmacy Events [non-academic, non-patient outreach] | High school Student Information Session  | In collaboration with the faculty, Rho Chi hosts an information session for high school students, introducing them to the program, university and various career options. Rho Chi had hosted sessions in the past, but it is our goal to change it so that we incorporate the newly expanded roles of pharmacists and more clinical aspect of the profession, which is in line with the faculty program change from pharmacy undergraduate degree to a doctor of pharmacy degree. We are currently in the planning/discussion phase.  | It is an opportunity to advocate our profession, inspire and instill interest of pharmacy in young students.  | N/A | N/A | N/A | N/A | N/A |
|   | Rho Chi TMP-SMX Trimentorship Program | TMP-SMX is a trimentorship program which pairs pharmacy students with current pharmacy residents and their preceptors for opportunities to see what a residency entails. Students have shadowing opportunities in clinical settings and assist in residents’ research projects.  | Rho Chi fosters lifelong intellectual leaders in pharmacy. This mentorship program supports students, who are interested in pursuing career in hospital pharmacy, by giving hands on exposure to the residency program and preparing them for the future.  | 4 | TMP-SMX program was founded by two Rho Chi members as a Rho Chi initiative. However, over the years, it has been separated from the organization and run by an independent coordinator. This year, we have begun our communication with the coordinator and are in the process of bringing it back as a Rho Chi initiative. The coordinator position is expected to be available for election with the Rho Chi executive positions. | N/A | N/A | N/A |
| Patient Outreach Events/ Community Service | Community Outreach Presentation Initiative | Groups of 3 to 4 UBC Pharmacy students from first to fourth year deliver educational presentations on various health topics including cardiovascular medications, OTC medication safety, and bone health to the general public at a variety of settings such as community centers. | Fosters collaboration between various class years, increases the awareness of Rho Chi, and promotes intellectual leadership. | 3 Years | **Evaluations:**  Both volunteer and coordinator feedback was solicited. The response was positive and the discussion lively. **Improvements:** Based on previous year's feedback, recruiting of presentation sites and volunteer sign up were done early in the Fall semester to avoid the hectic midterm season, and the groups were limited to 3-4 students to ease scheduling and coordination. Also, this year the initiative has increased to its largest size ever, expanding to 9 different sites with over 30 students total, while previously it was limited to 2-3 sites and about 12 students. | 6 | 29 presenters 100 patients | Not applicable |
|   | Sexual Health Awareness Booth | A joint effort between Rho Chi and the faculty of nursing. Booths were set up in public venues around the University to provide information about the various methods of contraception available to women. | Fosters collaboration between Rho Chi and the faculty of nursing as well as increases the awareness if Rho Chi on campus. | 2 | **Evaluations:**  Volunteer feedback was solicited. Some of the venues were too public, discouraging women from approaching. **Improvements:** We collaborated with Options for Sexual Health who provided us with useful resources. | 3 | 9 non-member volunteers plus the general student body. | **Printing Budget:** $38.34 |
|   | Elementary School Outreach Program | A joint effort between Rho Chi and Kappa Psi. This event involves presentations to elementary aged students (grades 3-4) on how to differentiate candy from medications as well as general medication safety. Four presentations have been scheduled so far. | Fosters collaboration between Rho Chi and Kappa Psi as well as increasing the awareness of both organizations in the community. Promotes intellectual leadership.  | New | **Evaluations:**  Only one presentation has been completed as of yet. **Improvements:** N/A | 5 | >150 | N/A |
| Fundraising Events | Pi Week Trivia Night | The primary focus of this event was to raise money for the BC Children’s Hospital Foundation (BCCHF). Two pharmacy students from each class, two Faculty members and two staff members were pitted against one another. Students and staff voted by donation towards who they wanted to see pied. If a fundraising goal of $1000.00 was reached, an encore Pi-Day occurred the Monday after Pi Week to pie another popular professor. An honorary pieing of a retiring and beloved faculty member/professor was also done that day.Teams of students competed against each other in trivia. 5$ a person was charged, with proceeds going to BC Children's Hospital. | Pi Week raised awareness of The Rho Chi Society and its commitment to philanthropy, as well as fostered community within the Faculty of Pharmaceutical Sciences. Trivia night raised awareness to Rho Chi and unconventionally promoted intellectual excellence in the form of miscellaneous trivia | 3 years | **Evaluations**: | 146 | 90039 | **Budget Required:** $45.07 **Donation from The Real Canadian Superstore:** $50.00 **Fundraising Amount:** $1045.00 +$5.00 (remaining from donation) = $1050.00 **Total Donated to BCCHF:** $1050.00 Gift Card: $100Participation fees:$225Total donated to BCCHF=$125 |
|   | We surpassed our fundraising goal of $1000.00. Positive feedback about the event, its execution and clean-up were received from students, faculty and staff. Any concerns of students, faculty and staff were discussed and addressed in the meeting following Pi Week.  |
|   | **Improvements:** This year, we decided to include staff members and increased our fundraising goal. In our promotion of Pi Week, we also focused more on our fundraising cause and posted videos of BCCHF on our social media. Unlike previous years, we were able to get donations to help offset the costs of the event.  |
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| 2 years | **Evaluations:**Feedback was requested from the participants**Improvements:**The timing of the event was coordinated so that it did not conflict with exams.  |
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Guidelines:

1. For each activity within a category use a separate line in the table (you may add more lines as you see fit)
2. Keep your descriptions of each activity brief limiting overall table to 3 pages or less.

Appendix 2

Rho Chi Chapter Annual Report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **Amount Debited ($$ spent)** | **Amount Credited ($$ raised)** | **Balance** | **Comment** |
|  |  |  |  |  |
| Balance forward |  |  | $1384.29 | Balance from last year |
| Sexual Health Presentation (photocopy for flyers and handouts for students) | -$38.35 |  |  | Prints left were given to Dr.Soon, who helped us coordinate the presentation; will ask for them for future presentations |
| Thank you gift (Starbucks giftcard) for Dr.Levin for hosting statistics workshop | -$30.00 |  |  |  |
| Pie Week | -$1050.00 | $1045.66$5.00 |  | $5 left over from gift card donation from SuperstoreDonation made to BC Children’s Hospital |
| Mock OSCEExam material photocopy (paper+ink)Volunteer lunch (Subway + cookies)Collection | - $52.57-$322.17 | $1490.00 |  | $10/student |
| Elementary School Outreach Initiative (presentation material kit) | -$15.00 |  |  | Splitting the cost with the collaborating organization, Kappa Psi |
| Bank Charges | -$16.09 |  |  | $2.50/month + $6.09 for depositing coins from Pie Week fund raiser |
|  |  |  | $2400.77 |  |

Appendix 3: Unabridged meeting minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Attendance | Agenda | Action Steps |
| 08/09/2014 | 6 Executives | 1. Initiation dinner | 1. The executive will take over the bulk of the planning for the event. Recruiting, fee collection, and speaking responsibilities have been set. |
| 2 Faculty advisors | 2. PK Presentations | 2. Drafts have been finished and will be submitted to Dr. Mary Ensom for approval before distributing to 4th year students |
|   | 3. Community Outreach Program (COP) | 3. Seven contacts have expressed interest. Topics include geriatric health, OTCs, and CV meds. Sites and presentations will be pre-set to facilitate scheduling. A licensed pharmacist will be required onsite. Groups will be composed of 2nd, 3rd, and 4th year students. |
|   | 4. In Class Announcements | 4. Our president will perform in class announcements to increase awareness about the OPT presentation and the Community Outreach Program. |
|   | 5. Rho Chi Banner | 5. A high quality image of Rho Chi's logo has been obtained. The executive will create a banner and submit it for approval by Rho Chi International. |
|   | 6. Club's Night | 6. Cancelled due to time/scheduling conflicts. |
|   | 7. Interview preparation sessions | 7. It is too late to organize practice interviews for community pharmacy placements. Rho Chi would will approach PhUS about taking over residency interview preparation sessions from them. |
|   | 8. Trivia Night | 8.The event will be renewed this year. Quiad Castle will MC. 3rd year schedules will be assessed before selecting a date. |
|   | 9. Turnover packages | 9. Summaries will be created for all of our chapter's events and placed in our chapter's DropBox in order to make the turnover process smoother.  |
|   | 10. New Pharmacy Elective | 10. Dr. Abigail Collier has designed a new pharmacy elective. Rho Chi will send out an email to 4th years promoting the elective. |
|   | 11. OPT Presentation | 11. The executive has decided to help Options for Sexual Health promote their upcoming event.  |
| 29/09/2014 | 7 Executives | 1. COP | 1. The first presentation will be on Cold vs Flu at the Community Wellness Center this November. Volunteer opportunities will be advertised by email. A lunchtime info session will be held after Thanksgiving so students can pick topics. Presentation group size has been limited to 4. |
| 1 Faculty advisor | 2. Trivia Night | 2. The venue (Pit Pub) and date (Oct 14th @ 7 pm) have been set. A google doc has been set up to submit questions. Team sign-up forms will be distributed. Cost will be $5 per person with all proceeds going to BC Children's Hospital. Volunteer responsibilities have been set. |
|   | 3. Turnover packages | 3. A deadline of Oct 24th has been set. |
|   | 4. Initiation dinner | 4. AMS catering has been selected for the event (Nov 14th from 4-9 pm). The faculty is charging a rental fee for use of the stage, podium, PA system, etc. They are also charging for custodial services. Speaking assignments are to be assigned. |
|   | 5. New Members | 5. Forty out of 44 candidates have accepted their invitation. Responsibilities for fee collections and ordering have been assigned.  |
|   | 6. Hypertension 101 | A nurse from Vancouver Coastal Health Integrated Primary and Community Care has requested a pharmacy student join her for her HTN talk. The opportunity will be forwarded to Rho Chi members. |
|   | 7. Interview Preparation Sessions | 7. Rho Chi will be hosting the event come November. Guidance from three alumni will be sought. |
|   | 8. Journal Club | 8. Journal club is a go for November. |
|   | 9. Rho Chi Banner | 9. The design has been finalized and the banner will be ordered. |
| 14/10/2014 | 5 Executives | 1. Rho Chi Banner | 1. The banner has arrived, but there is no place to store it. We will make a request for more locker space from PhUS. |
| 0 Faculty advisors | 2. Community Outreach Program | 2. A date (Oct 20th) and place (Room 3340) has been set for the info session. Our president will prepare slides. In class announcements will be made, and a digital sign-up form created. |
|   | 3. Initiation dinner | 3. A menu and a preliminary budget has been determined. The budget will be finalized after we confirm attendance. Our secretary will plan decorations. |
| 20/10/2014 | 6 Executives | 1. COP | 1. Turn out for the info session was good. A second will be held on Oct 21st. A google sign-up sheet will be sent out on Oct. 22nd and will allow students to rank preferences for location. These results will be used to make balanced groups. |
| 0 Faculty advisors | 2. Turnover Packages | The due date for position descriptions is Oct 24th. All event summaries have been completed except for the induction dinner which has yet to happen. Packages will include position descriptions, event summaries, and a copy of the bylaws. |
|   | 3. New Council Election | 3. Emails advertising the available positions and responsibilities will be sent to all of our chapter's eligible members. An election date has been set (Nov. 10th @ Noon). Candidates will be advised of the time commitments and will be asked to prepare 1 min speeches. |
|   |   | 4. Initiation dinner | RSVP deadline has been set (Oct 23rd). We will be using paper plates and disposable cutlery, and we will purchase beverages from Costco to reduce catering costs in line with last year's event. The caterer will provide linens. |
| 27/10/2014 | 6 Executives | 1. Initiation dinner | 1. 49 confirmed attendees. Reminder emails will be sent out. The president will confirm the numbers with the caterer. Rho Chi will provide purple napkins in addition to the materials discussed on Oct 20th. 14 table cloths will be required. The pins and certificates have arrived. Each member will read the induction ceremony ritual to familiarize themselves. |
| 0 Faculty advisors | 2. COP | 2. Groups have been organized and their topics and locations assigned. We were unable to assign groups to two sites. The next executive council will be informed of their existence so that they can be given priority next year. |
|   | 3. New Council Election | 3. The secretary will send out an invitation to all new 3rd year members containing descriptions of each position. Speaking responsibilities have been set. Voting will take place via Google Form, meaning all attendees must bring a computing device. The new executive will be invited to attend upcoming council meetings as well as a "Turnover Tea." |
|   | 4. JP Study Guide | 4. An old Delta Gamma chapter created a study guide for the 2012 jurisprudence exam. We have posted it to the 4th year Facebook page with the disclaimer that some info may be out of date. |
| 06/01/2015 | 7 Executives | 1. Finances | 1. Account moved to Scotia Bank. Current funds <$1400. |
| 1 Faculty advisor | 2. Elementary school outreach program (ESOP) | 2. One of our faculty advisors (Sr. Verma), in conjunction with our webmaster, has proposed a new community outreach project. Sites will be recruited ASAP. Current plan is to start with 5 schools using pairs of presenters. University level funding will be sought, the deadline for which is Jan 15th. Our Webmaster will contact the dean for departmental approval. |
|   | 3.College of Health Disciplines closing consultation | 3. The Executive has voted to attend. |
|   | 4. Summer Student Research Project (SSRP) | 4. The current coordinator has resigned. Our president will contact the new head of the SSRP (Dr. Conway) to set a date. |
|   | 5. Locker space | 5. PSSJ has agreed to allow us access to their PhUS locker for storage while we investigate other options. |
|   | 6. Pi Day | 6. As Pie day is a Saturday this year, we will move Pi day to March 13th (Friday) with the 20th as an encore. We are adding a Pie for staff as well as 1st year, 2nd year, 3rd year, 4th year, and faculty. The person who earns the most money gets to pie Dr. Ensom (Chocolate Pie). We should have both Pie nominees present and not knowing which one is going to be pied to increase tension. Adam will be contacted to do the video. A subcommittee will be formed. The atrium will be booked from noon to 1pm. We will contact year reps to recruit nominees for each year.  |
|   | 7. Mock OSCEs | 7. We have agreed to charge a $10 fee. The 4th year rep will be contacted to gauge interest and determine convenient dates for booking (Tentatively May 1-7) |
|   | 8. Meeting time change | 8. Meetings will now be held from 1-2 on Tuesdays to better accommodate the faculty advisors’ schedules. |
|   |   | 9. COP | 9. Our historian informed us that the groups are still disorganized. |
|   |   | 10. Journal Club | 10. The first event will be schedule Jan 26th or 28th according to Dr. Verma's schedule. |
| 13/01/2015 | 7 Executives | 1. SSRP | 1. Room 3340 will be booked for this coming Monday or Wednesday from 12-1pm. |
| 2 Faculty advisors | 2. Rho Chi annual conference | 2. Our president has registered as our delegate.  The dean will be approached for funding. |
|   | 3. COP | 3. We will not be combining forces with LKS this year |
|   | 4. Pi Week | 4. Our treasurer will head the subcommittee. We need members to a) advertise, b) buy pies (Treasurer), c) throw pies (President and Dr. Mary Ensom), d) recruit faculty volunteers, e) collect money, f) perform class presentations |
|   | 5. Mock OSCE | 5. Our Vice-president will head the subcommittee. He will recruit volunteers to act and mark. Our secretary will book room space. Our treasurer will seek funding from PhUS. |
|   | 6. Sexual Health Awareness Booth (SHAB) | 6. Dates (Feb 2nd-4th) have been set. We will recruit volunteers to staff the booths.  |
|   | 7. Funding Opportunity | 7. $500 is available through interclub funding.  We must make a list of activities and how they benefit our faculty/community to apply. |
|   | 8. Finances | 8.  Our reimbursement policy was discussed.  Funds are tight; we will be cancelling food at our outreach events this year. |
|   | 9. Housekeeping | 9.  All members will receive Gmail accounts according to their position on council.   |
|   | 10. ESOP | 10. Faculty has approved the Centennial Fund application. We have agreed to go ahead with the program regardless of whether we receive funding or not. |
| 20/01/2015 | 7 Executives | 1. SSRP | 1. A time (Feb 4th @ noon) and a place (Room 3340) has been set. The date has been reserved on the interclub calendar. Our president will attempt to contact past awards winners to present ant the event. |
| 2 Faculty advisors | 2. Rho Chi annual conference | 2. Our delegate has finalized their travel plans. She has a meeting with the dean tomorrow to request funding. |
|   | 3. Rho Chi Trimentorship Program (SMX-TMP) | 3. Although initiated by Rho Chi several years ago, the program is currently being run by two non-members.  We would like to bring the program back under our oversight. Our president will contact the current head of the program. |
|   | 4. Mock OSCE | 4. The pharmacy practice lab will be booked for May 6th, 7th, and 8th. A subcommittee plan is being drafted by the vice-president. |
|   | 5. Journal Club | 5. Room 3201 will be booked for noon on Feb 11th. |
|   | 6. ESOP | 6. Invitations will be sent to potential elementary schools. |
|   | 7. SHAB | 7. Our secretary will make a presentation to 2nd years this Friday informing them of the volunteer opportunities. |
|   | 8. COP | 8. Our historian reports progress organizing the presentations. Our webmaster has requested a post-presentation feedback mechanism. |
|   | 9. Pi Week | 9. We will start collecting jars to collect donations. Our treasurer will draft an invitation email and Google Doc sign-up sheet for Rho Chi members to help out. The atrium has been booked as discussed above. We must get consent from all pi candidates at 2-3 weeks beforehand. We will start collections 1 week before the event. |
|   | 10. Liability | 10.  The council has decided not to obtain insurance for alcohol-free off-campus events as per the AMS’s guidance. |
| 27/01/2015 | 7 Executives | 1. Rho Chi Annual Conference | 1. The dean has graciously offered to fund travel expenses not covered by the travel fund of $400. He is also open to supplementing our next induction dinner if our funds are insufficient. |
| 1 Faculty advisor | 2. SMX-TMP | 2. Our president has scheduled a meeting with the current head of the program. |
|   | 3. SSRP | 3. An advertising strategy has been devised. Our webmaster will contact the Office of Student Affairs asking for our invitation email to be sent to the entire student body. PhUS will be contacted about adding a line to their IT announcements. In class announcements have been planned. A suitable date must be selected. |
|   | 4. ESOP | 4. Kappa Psi has requested to collaborate with us, although we developed the project proposal and applied for funding on our own. The consensus is to collaborate. Our webmaster will contact Kappa Psi's regent. |
|   | 5. CAPSI leadership seminar | 5. Our President and PhUS liaison will attend as our representatives. |
|   | 6. Pi Week | 6. Year reps have been contacted. They have promised to return 2 nominees each. We will ask the Office of Student Affairs to forward an email to faculty and staff asking for volunteers to be pied. We have decided on a fundraising goal of $1000. Potential faculty candidates have been suggested. |
|   | 7. SHAB | 7. Our PhUS liaison has met with the nurses as well as Dr. Soon who has provided us with various contraceptive devices and suggested topics. We currently have 10 volunteers, but most are male and have yet to receive lectures on the material. Our PhUS liaison will make an announcement to 3rd year students asking for female help. Room 3110 has been booked for this Friday @ noon for a briefing session. |
|   | 8. Mock OSCE | 8. The pharmacy practice lab has been booked for May 5, 6, and 7th. |
|   | 9. Journal club | 9. The room has been booked as previously requested. Our vice president will draft an invitation email which our secretary will forward to Rho Chi members. Participation will be limited to the first 20 responders. |
|   | 10. Locker space | 10. There are no more available lockers.  We will work out a trading program with the PSSJ for the key. |
|   | 11. PAM | 11. There is a potential to collaborate with CAPSI. We will contact them to see what they had in mind. |
|   | 4. Housekeeping | 4. Our president has forwarded our contact info to Rho Chi International, as out chapter’s info has not been updated since our chapter’s induction. |
| 10/02/2015 | 6 Executives | 1. SSRP | 1. Post event wrap-up. Advertising will be increased next year. An exam immediately before the event caused 2nd year students to be late. Exam schedules will be considered before setting a date next year. |
| 1 Faculty advisor | 2. Pi Week | 2. Dr. Riggs has agreed to be a pi candidate. Potential second faculty members were discussed. 4th year reps have submitted candidates. 1st, 2nd, and 3rd year reps have yet to report. Our president will contact staff asking for candidates. |
|   | 3. SMX-TMP | 3. We will be taking over the program starting next year. We will look for a Rho Chi member who has been through the program to head it next year. Term dates for the position have yet to be determined. A faculty advisor was requested but denied, as the university is not officially affiliated with the program. |
|   | 4. ESOP | 4. Kappa Psi has requested to take over the ESOP program, as the individual who piloted the program on the Island was a member of Kappa Psi. The council was not informed of this when they agreed to pursue the program in the lower mainland. Our version includes instruction on minor ailments, something the original did not. The council has agreed to cooperate with Kappa Psi as long as they do not seek access to our funding. We will be notified if we have received funding for the project next week. |
|   | 5. Dean’s luncheon | 5. The Rho Chi executive has agreed to attend. |
|   | 6. Skype Meeting | 6. A skype meeting will be organized so that the council may meet over the February break. |
|   | 7. SHAB | 7. Post event wrap-up. The overall response was mixed. The open venues and lack of female participants may have dissuaded women from approaching the booth. 1st and 2nd year students may have been unprepared. Our PhUS liaison suggests that we modify the program by partnering lower year students with upper year students 2 weeks ahead of time so that the upper year students can instruct the lower years. |
|   | 8. Sorority House Sexual Health Presentations (SHSHP) | 8. This activity was proposed to combat the embarrassment of approaching a booth for sexual health info as in the SHAB. Our president has proposed hosting one large event just for all sororities. An alternative was proposed to make individual presentations to each sorority in order to reduce groups size and improve privacy. We will seek funding from the professional development fund (max $400) for printing and demonstration expenses. |
|   | 9. High School Outreach Program (HSOP) | 9. This activity may no longer be necessary as the faculty is doing something similar.  Our president will meet with faculty to discuss. |
| 17/02/2015 | 4 Executives | 1. Pi Week | 1. We are still in the process of finding a second faculty candidate. Advertising and announcements will be commenced on March 2nd (digital signage, email, Facebook, posters). BC Children's Hospital will be contacted for graphics to use as part of the promotion. A Pi week event page will be started on Facebook. We will coordinate with year reps to invite all ~900 pharmacy students. Our president will manage printing and storage. Our webmaster will design the sign by March 1st so that it may be printed by March 3rd. Our president has agreed to go unimbursed for printing as part of her donation to the event. A schedule for collecting, announcement, and event responsibilities has been assigned. We will contact the department secretary about being added to the start of the next faculty meeting so that we may collect donations from faculty. |
| 1 Faculty advisor | 2. Journal Club | 2. Post event wrap-up. Attendance was excellent. The discussion was lively but dominated by a few students. The council has decided to assign individual questions to individual students in order to promote equal participation in future events. |
|   | 3. HSOP | 3. Our faculty advisors have requested that we focus on discussing the risks/benefits of drugs as opposed to dispensing duties. The Ffaculty is amenable to paying the associated costs. |
|   | 4. Club Activity Documentation | 4.  Our president has requested that each activity be concluded with a one page summary. |
|   | 5. ESOP | 5. Our council has agreed to cooperate with Kappa Psi. Our webmaster has scheduled a meeting with Kappa Psi's regent next week. |
|   | 6. Housekeeping | 6. The executive has been reminded about the policy regarding missed meetings. |
| 03/03/2015 | 6 Executives | 1. Pi Week | 1. One staff candidate remains to be determined. Announcement and volunteer schedules have been finalized. A set up and tear down plan has been arranged. A BCPHA speaker series has been scheduled for the same time as the pieing, despite the fact that Rho Chi had booked the day using the interclub calendar. The BCPHA ambassador has been informed of the conflict but is unable to change the date of the speaker series at this time. The council has decided to make daily money counts. Local stores will be approached about donating pies to the event. Candidates will be asked about allergies. The year book club has agreed to take photos of the event. Adam has agreed to take videos. |
| 1 Faculty advisor | 2. Locker space | 2. We are now sharing a locker with both PSSJ and CSHP, but there is only one key. A key sharing arrangement is to be developed. We will take possession for the next 2 weeks to facilitate Pi Week activities. |
|   | 3. Mailbox | 3. We were denied a mailbox by PhUS.  We will have our mail forwarded to student services. |
|   | 4. Statistics Workshop | 4. Dr. Levine has agreed to reprise his role as the leader of the workshop. The secretary will book a suitable room for March 18, 20, and 27. |
|   | 5. COP | 5. A licensed pharmacist will be recruited to attend the presentations scheduled for this weekend. |
| 10/03/2015 | 7 Executives | 1. Pi Week | 1. Donations have stalled at $470. Our advertising presence will be increased, including additional class announcements. Rho Chi members will be recruited to go around the building at the time of the event and drag people down to the atrium. Superstore has graciously donated a $50 gift card to be used to purchase pies. We will stall the pieing by 10 minutes to allow Adam time to get his equipment set up after his exam that day. We will replace Dr. Riggs as one of our faculty candidates with Dr. Klassen as Dr. Riggs is far too popular. We will threaten to pie him if we DON'T reach our funding goal, but still pie him even if we do as he really wants to be pied. |
| 0 Faculty advisors | 2. ESOP | 2. We have failed to receive funding for the event. Kappa Psi will recruit schools. Rachel has offered to do a mock presentation on March 27th for all members interested in participating in the program. The secretary will inform Rho Chi members of the opportunity via email. |
|   | 3. Statistics Workshop | 3. Rooms have been booked. The event is already almost full. The last date conflicts with the ESOP presentation, but dates cannot be changed. |
|   | 4. PhUS Rep. | 4. The PhUS rep must find a replacement if she cannot attend a PhUS meeting. |
| 17/03/2015 | 7 Executives | 1. Pi Week | 1. Post event wrap-up. Total raised = $1050. Improvements for next year: 1) Find pie candidates ourselves by posting a poll on Facebook. 2) Staff participation was fun but generated very little revenue, so we will need to increase advertising in spaces that staff frequent. 3) We will pick faculty with more contact with 1st and 2nd year students in order to increase funding from those years. 4) We need larger drop cloths and a mop lined up ahead of time to make cleanup easier. Dr. Marion Pearson questioned the professionalism of the event and suggested alternatives that the council believes would fail to generate the same level of revenue. The council unanimously voted to continue the event for the following reasons: 1) Pie candidates are volunteers, 2) all proceeds go to charity, 3) the event is fun and promotes school spirit. Our treasurer will contact BC Children's hospital to schedule a cheque presentation. |
| 2 Faculty advisors | 2. Statistics Workshop | 2. The event has been overbooked. We will bring extra chairs to accommodate. |
|   | 3. SMX-TMP | 3. The president has proposed creating an 8th executive position to run the program. |
|   | 4. Housekeeping | 4. The council has been reminded to budget all expenses with our treasurer and president BEFORE committing to an expense. The Rho Chi website has been updated with our current info. |
|   |   | 5. COP | 5. All presentations have been completed. Feedback has been overwhelmingly positive. |
|   |   | 6. Rho Chi Annual Conference | 6. Our president will be attending the conference as our delegate from March 27-30th and will be unavailable during those dates. She has submitted her travel expenses to the office of the dean. |
|   |   | 7. Mock OSCE | 7. We will recruit 30 volunteers. Our secretary will contact the UBC Faculty of Film and Theater regarding volunteers to act out patient scenarios. We will budget ~$180 in food costs in line with last year's expenses. We are expecting >120 participants this year. Our secretary has offered to handle all printing related activities using his laser printer. We will contact the local CAPSI chapter's former president for access to CAPSI's question database. |
| 24/03/2015 | 7 Executives | 1. Statistics workshop | 1. Turnout was unexpectedly high at 27 students. Feedback has been excellent, with attendance actually increasing with each date. A $25 dollar gift card has been authorized as a thank-you to Dr. Levine. |
| 2 Faculty advisors | 2. Mock OSCE | 2. Our vice-president has distributed an email outlining his projected timeline, volunteer requirements, and subcommittee organization. Our president and vice-president are co-chairs for the subcommittee. Max capacity for the event will be 180 students. An announcement to the 4th year class has been scheduled. We will give the Department of Film and Theater one week to respond to our request for volunteers before asking Rho Chi members. We will then broaden the search to 1st, 2nd, and 3rd year non-members. Our vice-president will forward recruitment letters to the executive for proofreading before the secretary distributes them. The executive will form the question forming subcommittee with a deadline of April 24th for submissions. We have been graciously offered access to CAPSI's question database. Our vice-president will contact the lab manager about use of the lab's resources. We will save paper by emailing the answers to participants instead of printing them. |
|   | 3. ESOP | 3. Our PhUS liaison will apply to PhUS for funding. Making it clear that this program will benefit the community, Kappa Psi, and the community at large in addition to Rho Chi. We are still actively recruiting schools. Rachel will be approached to give a second mock presentation after we have found volunteers. |
|   |   | 4. Pi Week | 4. The executive will deliver the cheque to BC Children's Hospital on April 13th at 10 am.  |
| 07/04/2015 | 6 Executives | 1. ESOP | 1. The presentation is scheduled for April 30th for a grade 3 class requesting cough, cold, and sunscreen information. Presentations will consist of one Rho Chi and one Kappa Psi member. There is no special funding available, so the executive will fund the event from our general account. Kappa Psi will be asked to split the costs 50/50. A second site has also requested a presentation in May or June while our webmaster is away.  |
| 1 Faculty advisors | 2. Mock OSCE | 2. 160 students have signed up. We will collect fees at the time of the event rather than before, as most of the 4th year students are away on rotations. We will send an email out reminding participants to bring $10 cash. 40 volunteers have agreed to help. |
|   | 3. Rho Chi annual conference | 3. The executive will write a thank-you card to the dean for funding the trip. Ideas gleaned from the conference to be instituted next year include coffee talks and CE activities. A decision was made to apply for chapter awards based on our level of activity compared to other chapters. Our president has requested activity summaries to make this process easier. |
|   | 4. Pi Week | 4. Dr. Mary Ensom has offered to give the executive council a tour of her lab at BC Children's Hospital. |
|   |   | 5. Statistics Workshop | 5. Post event wrap-up. Feedback was excellent. Our vice-president has presented Dr. Levine with a thank-you card and a $30 gift certificate. |
|   |   | 6. SHSHP | 6. A decision was made to convert/supplement the sexual health awareness booth with sorority presentations in the fall. Volunteer recruitment will focus on 3rd and 4th year female students. We will continue our collaboration with the Nurses on Campus for this event (2 pharmacists + 2 nurses per event). We will create presentation outlines but allow each group to personalize their presentations. We will ask Dr. Judith Soon to approve all presentations ahead of time. Our PhUS liaison will create a budget and approach PhUS for funding. |
|   |   | 7. Fund Raising | 7. The money raised from the Mock OSCEs will cover the projected cost of the induction dinner, but our funds will be left depleted. The council has voted to increase our fundraising efforts next academic year. Trivia night only raises ~$200, but increases the awareness of Rho Chi ahead of our invitations to the 3rd years to join. Mock pharmacy admission interviews were suggested, but the pre-pharmacy club already offers this service for free. Our president suggested a themed pub crawl or food crawl, as those events tend to raise more money. |
| 28/04/2015 | 7 Executives | 1. Rho Chi Annual Conference | 1. A thank-you card for the dean has been signed by the executive council. |
| 2 Faculty advisors | 2. Chapter Report | 2. Internal deadlines and responsibilities have been set. |
|   | 3. SHSHP | 3. Our PhUS liaison has asked female executives to volunteer. Our treasurer and president have stepped forward. |
|   | 4. Fundraising | 4. A goal has been set to make the Delta Gamma chapter self-sustaining by the end of our term (Dec 31, 2015). A call for fundraising suggestions has been made. Dr. Ensom has suggested a silent auction where students bid to go on dates with the Rho Chi executives. |
|   | 5. ESOP | Five schools have expressed interest. The first presentation is scheduled for this Thursday. Our webmaster will begin recruiting volunteers. |
|   | 6. Mock OSCE | 6. Our vice president will be away during the time of the event. He will forward all information about the event to the president who will run the event in his absence. The question forming committee will meet immediately after this meeting to finalize the questions. Our vice-president will email all volunteers to remind them of their commitment. He has already reminded the 4th years to bring $10. Our webmaster will place a reminder on the 4th year's Facebook page. Lunch will be ordered from Subway on the day of the event.  |