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## **Request for Service Proposal – Consultant to provide project coordination support for the Champlain Regional Pharmacist Committee**

### **Introduction**

Centretown Community Health Centre is currently accepting proposals to provide project coordination support to the Champlain Regional Pharmacist Committee. The Champlain Regional Pharmacist Committee was formed in April 2016. The Committee's purpose is to:

- Identify key gaps, barriers, and needs for patients with diabetes and vascular disease in relation to pharmacy
- Improve integration of community pharmacy within the healthcare system
- Increase pharmacist awareness of community chronic disease education resources available to patients
- Promote the referral of patients to chronic disease educational programs and support groups
- Promote collaboration amongst all pharmacists within Champlain
- Increase collaboration between pharmacists and other health care providers across the healthcare system
- Create seamless transitions between hospital and community
- Promote the prevention and management of diabetes and vascular diseases
- Share best practices across the Champlain region

### **Deliverables**

Working in partnership with the Champlain LHIN, the Champlain Regional Pharmacist Committee, and prescribing healthcare providers, the incumbent will:

1. Pilot a problem-based deprescribing approach for patients experiencing/at risk of falls within three sub-regions (Western Champlain, Western Ottawa and Eastern Champlain) with physicians making referrals to community pharmacists in collaboration with the Regional Geriatric Program, Élisabeth Bruyère Research Institute, Ontario Pharmacists Association, four primary care physicians, three community pharmacists and the CHRPhC.
2. Implement the Roadmap for Action: Activities to Improve Hospital-Community Transitions from the 2017-18 Transition Report in collaboration with other initiatives

related to discharge prescription and medication reconciliation from hospital to home and home to hospital to improve patient care and safety.

3. Provide ongoing support to the Champlain Regional Pharmacist Committee and its working groups as required.
4. Provide a Summary Activity Report.

Some travel across Champlain region is likely and there will be meetings in the Ottawa area (participation in person or via telephone).

All work except the Summary Activity Report is to be completed by March 31, 2019. The Summary Activity Report is to be completed by April 30, 2019.

### **Budget**

All proposals must include a budget (up to a maximum of \$27,000 including HST) to complete the deliverables.

### **Bidder qualifications**

- Background in health planning, community engagement, social services, education or relevant field
- Experience within the health care sector, preferably within Champlain region.
- Experience working with pharmacists and/or other healthcare providers.
- Strong project management skills are essential.
- Ability to work collaboratively in a team and to make sound decisions independently with minimal supervision.
- Strong verbal and written communication skills in English.
- Strong computer literacy, including MS Office, MS Excel and relevant software.
- Strong organizational and time management skills.
- Access to a home office with computer, internet and telephone.

### **Proposal submission guidelines**

All proposals should include:

- Resumé
- A project outline that identifies your approach to complete the deliverables, proposed timeline and budget (max 5 pages)

Please submit your proposal to: Barbara Neuwelt Sept. 24, 2018 via email ([bneuwelt@centretownchc.org](mailto:bneuwelt@centretownchc.org)). Interviews will be held the morning of Sept. 28, 2018.

For more information contact Barbara Neuwelt at [bneuwelt@centretownchc.org](mailto:bneuwelt@centretownchc.org)

### **Proposal evaluation criteria**

A committee of local stakeholders will review all proposals based on the following criteria:

- Previous project management experience
- Previous experience liaising with community stakeholders, especially health care professionals and administrators
- Demonstrated ability to engage community and hospital pharmacists as well as other health care providers
- Ability to complete the project by on time within budget