

INDUSTRIAL PHARMACY RESIDENCY PROGRAM (IPRP)

TERMS OF REFERENCE

ADMINISTERED BY:



UNIVERSITY OF TORONTO
LESLIE DAN FACULTY OF PHARMACY

With the following participating companies' Canadian affiliate:

Abbott Laboratories
Amgen
Bayer
Biogen

Eisai
GlaxoSmithKline
Leo Pharma
Lilly

Novo Nordisk
Roche
Sanofi Genzyme
Sanofi Pasteur

The participating companies reserve the right to change, add or remove their offering of a residency program at any time. Applicants should check the most recent list of companies and positions on the website: <https://pharmacy.utoronto.ca/programs/residency-programs>

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CONTENTS:

- I. PROGRAM DEFINITION
- II. RESIDENT ELIGIBILITY
- III. APPLICATION PROCESS
- IV. OBJECTIVES
- V. SUCCESS CRITERIA
- VI. START AND FINISH DATES
- VII. COMPLETION REQUIREMENTS
- VIII. MAJOR PROJECT
- IX. AWARD
- X. ANNUAL GENERAL MEETING
- XI. FINANCIAL COMPENSATION
- XII. KEY EXPECTATIONS OF FACULTY LIAISONS
- XIII. KEY EXPECTATIONS OF COMPANY SUPERVISORS

XIV. KEY EXPECTATIONS OF RESIDENTS

I. PROGRAM DEFINITION

The Industrial Pharmacy Residency Program (IPRP) is a one-year educational program administered by the Leslie Dan Faculty of Pharmacy, University of Toronto in cooperation with participating pharmaceutical companies as listed in this document and on the website. The Core Committee consisting of 1) the resident, 2) Company Supervisor and 3) Faculty Liaison are responsible to work together to ensure all elements of the IPRP are fulfilled.

New companies wishing to participate in the IPRP should contact the Residency Coordinator.

II. RESIDENT ELIGIBILITY

Applicants to the IPRP must be a pharmacist or a student in the final year of study leading to a recognized university degree in pharmacy. *All pharmacy degree requirements must be completed before starting the residency.*

Applicants must have graduated, within the **previous five years** from the application year, with a recognized professional (practice) degree in pharmacy from a university accredited within Canada by [CCAPP](#) or within the USA by [ACPE](#). Other programs may be approved, based on review of the applicant's university transcripts by the Residency Coordinator, to determine comparability with a Canadian undergraduate pharmacy practice degree.

A license to practice pharmacy is recommended but not mandatory. Previous work experience in the pharmaceutical industry is not required. Canadian citizenship and permanent resident status will be given priority.

III. APPLICATION PROCESS

The application period typically opens in early September for admission the following year. Applicants are encouraged to consult the [website](#) for the most current information about residency positions, company brochures, application process and key dates.

Phase 1 – Initial Submission		[September]
Applicants to:	<ul style="list-style-type: none"> a. Complete the online application b. Provide names and contact information for two references c. Provide pharmacy transcripts (official or unofficial) d. Provide resume e. Pay application fee 	
Phase 2 – Company Specific Applications and Packages		[October]
Applicants to:	<ul style="list-style-type: none"> a. Indicate application to specific residency program(s) b. Provide company specific cover letter (optional) 	
IPRP Office to:	<ul style="list-style-type: none"> a. Ensure applications are complete b. Securely provide the application packages to participating companies 	
Phase 3 – Applicant Assessment		[November-December]
Companies to:	<ul style="list-style-type: none"> a. Review application packages and identify top candidates b. Select and schedule applicants for interviews c. Conduct all interviews 	
Applicants to:	<ul style="list-style-type: none"> a. Attend invited interview(s) 	
Phase 4 – Ranking		[Early January]

Companies to:	a. Rank interviewed and successful applicants b. Submit ranking to the IPRP Office on time
Applicants to:	a. Rank residency positions where an interview was granted b. Submit ranking to the IPRP Office on time
Phase 4 – Match [Late January]	
IPRP Office	a. Review all rankings b. Match applicants to residency programs – initial and final matches c. Communicate initial and final matches per timelines d. Inform companies of successful matches
Applicants to:	a. Accept or decline residency offer per timelines
Phase 5 – Post Match [February – June]	
Companies to:	a. Issue employment contract to resident(s) per usual human resources process b. Confirm start dates c. Inform IPRP Office of any changes
Applicants to:	a. Sign employment contract b. Inform IPRP Office of start date or any changes
IPRP Office:	c. Support future residents and companies as needed d. Manage residency opportunities as needed

IV. OBJECTIVES

The IPRP is intended to educate the resident in depth in at least one functional area. Residents are expected to meaningfully contribute to projects. Residents should be exposed to other areas through committees, teams, projects and/or mentorship to better appreciate the complexities of commercializing medications and key issues globally and in Canada.

Upon completion of the IPRP, supervisors will ensure residents will be able to:

- Appreciate the complexities of the drug commercialization process
- Understand key policies/issues that affect the pharmaceutical industry both locally and globally
- Describe the roles and responsibilities of different functional areas in a pharmaceutical company
- Describe the interrelationships among the functions in a pharmaceutical company
- Identify external stakeholder groups for the pharmaceutical industry and appreciate their role
- Apply principles of critical appraisal, strategic thinking and creative problem solving to an identified significant issue within the pharmaceutical company
- Meaningfully contribute to projects at either a brand or functional level
- Reliably prepare and deliver high quality, audience appropriate presentations and written reports

V. SUCCESS CRITERIA

Success of the IPRP will be assessed regularly on several parameters including:

- Number of residency positions offered year over year
- Number of IPRP applicants year over year
- Percentage of available residency positions successfully filled
- Percentage of residents that complete all requirements of the IPRP
- Career path of residents after completion of the IPRP
- Surveys of residents, supervisors and faculty liaisons to assess:
 - Development of resident's skills/competencies
 - Satisfaction with the IPRP

VI. START AND FINISH DATES

Residents must complete **all** academic requirements including examinations, clinical and other rotations, and projects prior to starting their residency. Residents normally start the residency in the month of **September**. If an earlier or later start date is negotiated, residents must discuss with the Residency Coordinator.

The IPRP finish date is normally **twelve** months after the start date provided other requirements are fulfilled.

EXCEPTIONAL CIRCUMSTANCES ONLY:

Earlier Completion	Potential option for residents who have successfully completed at least 9 months of IPRP
Later Completion	Potential option for residents who need up to 3 more months of IPRP training

In either circumstance, residents need to provide a rationale and seek permission from the Residency Coordinator who may engage the supervisor and/or faculty liaison to make a final decision.

VII. COMPLETION REQUIREMENTS

- a. 12 months of residency training at the pharmaceutical company
- b. Complete all IPRP milestone activities outlined in University of Toronto's [Quercus](#) learning platform
- c. Complete at least two meetings of the Residency Core Committee
- d. Attend at least two of three offered IPRP webinars on different functional areas and/or industry topics
- e. Major Project – approval of the formal written report and at least one presentation

To receive the IPRP certificate of completion, the resident must complete all the above requirements within one year of commencing the IPRP. The company supervisor and/or the Faculty Liaison must inform the Residency Coordinator of the resident's successful completion of the program so that the certificate can be issued.

VIII. MAJOR PROJECT

The IPRP major project is a year-long, meaningful initiative with a high, quality final report that could be published or shared broadly across an organization. It is **not** meant to be a series of role specific duties or experiential work.

The company supervisor is to provide the resident with a list of projects of value for the company that are feasible and can be completed in a one-year time frame. Based on their interests, the resident is responsible to write a proposal (ex. rationale, scope, methodology, design) for their major project and seek approval by the Core Committee by the end of December. The company supervisor, or their delegate, will take full responsibility for the resident's work and progress and will ensure up to three months of the residency are protected to complete the work.

Residents who require Research Ethics Board (REB) approval for their major project are to follow their company's standards and procedures for conducting high quality research and related publications. The faculty liaison may offer guidance as needed.

The final major project written report must be submitted and approved by the company supervisor and faculty liaison prior to the completion of the residency. The resident is expected to present their major

project to the Core Committee and to appropriate stakeholders within the company.

The final written report will be between 2500-5000 words and should be formal and organized like a publication. Below are possible headings to structure the report.

▪ Title page	▪ Results including tables, figures
▪ Abstract (~250 words)	▪ Discussion and recommendations
▪ Acknowledgments	▪ Limitations
▪ Introduction/background	▪ Conclusions
▪ Objectives	▪ References
▪ Methodology	▪ Appendices

IX. AWARD

A plaque and \$1000.00 are awarded to acknowledge one IPRP resident who has demonstrated leadership qualities and undertaken new initiatives and whose Major Project is of exceptional quality. In case of a tie by the evaluation committee, the prize money may be split equally to recognize two winners.

Residents who have successfully completed the IPRP and who wish to apply for this award, must provide the following to the Residency Coordinator by October 31 of the year they complete the IPRP:

- A copy of their major project report
- A letter of nomination from their residency supervisor
- Documented evidence indicating leadership qualities and/or new initiatives during their residency

The Residency Coordinator will invite faculty members and/or pharmaceutical industry experts with no conflicts of interest to assess and score submissions for the award.

X. ANNUAL GENERAL MEETING

Overall direction and accountability for the Industrial Pharmacy Residency Program is provided by the IPRP Committee. This committee meets at least annually and is composed of the following:

- Dean of the Leslie Dan Faculty of Pharmacy, University of Toronto, or designate
- Faculty IPRP Coordinator
- Faculty Liaisons
- Company supervisors and other representatives
- Ontario Pharmacy Residents' Association Industrial Pharmacy Representative
- Current IPRP residents to attend as guests

XI. FINANCIAL COMPENSATION

The resident will be an employee of the company, on a one-year contract basis. The same salary will apply to each residency position offered in the program. It will be established yearly through consensus among participating companies. For 2022-2023 residency period the salary for the specialty residency is \$54,664.

While the salary is uniform at all participating companies, the benefits are not the same. The applicant should seek information about benefits directly from the companies. Additional benefits may include vacation time, health benefits, attendance at conferences etc.

XII. KEY EXPECTATIONS OF FACULTY LIAISONS

The Faculty Liaison is appointed by the Dean of the Leslie Dan Faculty of Pharmacy, usually for a 3-year term, renewable. They are a member of the residency Core Committee and responsible for the following:

1. To serve as an academic advocate for the resident.
2. To regularly attend the Core Committee meetings at least twice per year.
3. To advise the resident in the development of their major project to ensure its quality and feasibility.
4. To propose potential project collaboration and/or supports, where possible.
5. To review and approve the major project proposal, other reports and the final project report.
6. To inform the coordinator of the resident's successful completion of the IPRP requirements.
7. Offer input and suggestions for quality improvement of the IPRP program.
8. To provide the core committee with relevant IPRP and Faculty updates.
9. To attend the IPRP Annual General Meeting, held at the Faculty.
10. To periodically communicate with resident for mentorship, guidance and support.

It is expected that the host company will compensate the Faculty Liaison for travel, accommodation and meal expenses incurred for in person Core Committee meeting attendance.

XIII. KEY EXPECTATIONS OF COMPANY SUPERVISORS

Activity	Timeframe*
FOR FUTURE RESIDENTS	
Engage coordinator to set up or discontinue residency positions	Ongoing
Confirm positions with coordinator for the upcoming application cycle	Aug
Provide coordinator with a new/updated description of company, residency position	Aug
Review application package and conduct interviews with candidates	Nov – Dec
Submit candidate rankings by requested deadline	Jan
Extend formal employment contracts to successful resident(s) outlining start dates	Feb-Jun
Attend and briefly present at Information Night for interested students	Mar-May
FOR CURRENT RESIDENTS	
Provide the resident with the necessary electronic equipment and workstation	1 st wk of IPRP
Review organizational structure and introduce new resident to team members	1 st wk of IPRP
Review expectations, projects and finalize learning objectives with resident	2 nd wk of IPRP
Provide options to resident(s) for their major project	Oct
Plan and execute at least two meetings with the core committee	Oct; Apr
Approve resident's major project	By Dec
Meet resident at least monthly to assess progress, provide feedback and guidance	Ongoing
Permanent employment opportunities are not offered to residents prior to month 9	Sep-May
Attend Annual General Meeting	May/June
Escalate issues to faculty liaison and/or coordinator	Ongoing
Inform coordinator of approval of the major project	At 12 mths

*Assumes IPRP start in September

XIV. KEY EXPECTATIONS OF RESIDENTS

Activity	Timeframe*
Accept or decline matched residencies per requested deadlines	Jan
Timely sign off company provided work contract	Feb-Jun
Pay residency fee of \$50 prior to start of residency	Sep
Obtain UTORID and sign onto Quercus platform	Sep
Seek approval and/or inform coordinator of residency start date	Sep
Develop and submit residency learning objectives	Oct
Plan and execute at least two meetings with the core committee	Oct; Apr
Prepare, present and submit proposal for Major Project	Dec
Engage faculty liaison for mentorship, advice and input on major project	Ongoing
Escalate issues to faculty liaison and/or coordinator	Ongoing
Permanent employment opportunities are not pursued prior to month 9	Sep-May
Attend at least 2 of 3 offered IPRP webinars	Ongoing
Attend and present at Annual General Meeting	May/Jun
Present the final major project to the core committee	Aug
Submit final major project report to supervisor and faculty liaison for approval	Sept

**Assumes IPRP start in September*