

Seminars in Clinical Social and Administrative Pharmaceutical Sciences

Course Description:

This required course involves attendance, presentation and chairing seminars within the Clinical, Social and Administrative Pharmaceutical Sciences (CSAP) field. The course serves as a platform for the dissemination and discussion of current research underway by graduate students (Student Seminars), and in the CSAP field more broadly (Departmental Seminars).

Course Co-ordinators*:

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if sending email, please include **CSAP seminar in the subject heading*

Course Objectives:

- Promote
 - awareness and understanding of the work undertaken by different research groups within the area of Clinical, Social and Administrative Pharmaceutical (CSAP) sciences, and
 - interaction and collaboration among graduate student and faculty members.
- Provide students with an opportunity to:
 - organise and present their research,
 - enhance oral communication skills, and
 - develop their ability to defend their ideas in a public forum; and
- Provide students and faculty with the opportunity to give and receive feedback.

Course Requirements:

Course requirements are summarized in **Table 1**.

Table 1. Minimum requirements **EACH*** academic year enrolled in the graduate program

Seminar Type and Expectations	Graduate Student Status	
	Full-time (FT)	Part-time (PT)
1. Departmental Seminars		
• attendance minimum**	8	4
2. Student Seminars		
• attendance minimum***	8	4
• chair	1	1
• present	1	1

students **MUST present each year they are enrolled in the graduate program, yet have the option to opt out of presenting in the student seminar should they book their thesis defense (MSc or PhD oral defense) **BEFORE September***

***half of the Departmental seminar quota (4 FT, 2 PT) may be through attendance of sanctioned external seminars*

****more frequent attendance is encouraged*

Attendance will be tracked by on-line participation during the seminar AND only count after students have completed all questions on the evaluation forms for each presenter.

Course orientation does not count towards the minimum attendance quotas

Student Seminar Presentation Format:

Each student will be allotted a maximum of 30 minutes*

- **Presentation:** 20 min, timed by the chair
- **Questions and discussions:** ~10 minutes

**it is imperative that presentations are well rehearsed and timed within the 20 minute maximum, and that chairs and presenters upload and test slides prior to the beginning of each seminar*

Style and Content:

- Similar in style and content to those commonly given at scientific meetings
 - title, disclosures*, background, rationale, methods or proposed methods (if proposal stage), results (if applicable), discussion, conclusions (if applicable) and significance

**disclosures must be included on the second slide; if there are no conflicts of interest to disclose, include the statement that no conflicts of interest exist and acknowledge funding sources.*
- Slides
 - avoid unnecessary acronyms or detail that requires expert knowledge on the part of the audience
 - clear and understandable on standard laptop (virtual presentations) and from the back of the room (in person presentations)

Responsibilities of Presenting Students:

1. Prepare and submit a biography and presentation abstract
 - Please use the bio and abstract template at the end of this document (available on Quercus)
 - Submit to chair (email) and co-ordinators (Quercus) minimum 1 week prior to presentation
2. Arrive 15 minutes early to seminar on presentation date to troubleshoot / ensure all is in working order
3. Give 20-minute presentation suitable for everyone in the audience
 - The story should be intelligible to everyone present, especially those not working in the field
 - Seminars should be prepared with care and rehearsed to ensure that they are clear and properly timed within 20 min maximum
4. Answer questions from the audience related to your presentation

NB: If a presentation is deemed unacceptable by the Co-ordinator(s), the student must present a second seminar during the same academic year.

Responsibilities of Student Chairs:

Students are only eligible to chair the presentation of students with different supervisors/co-supervisors, i.e., students cannot chair the presentation of a "lab-mate"

1. Arrive 15 min before the presentation to ensure that everything is in order, e.g.,
 - room is organized, tidy and chairs are facing the screen
 - upload slides and ensure functionality
 - computer and projector work*
2. Introduce the speaker, giving a brief biography (read the bio provided by presenter, or shorten if lengthy)
3. Ensure that the speaker keeps within the 20-minute limit
4. Encourage and moderate the discussion
 - give students priority for asking questions
 - have questions ready for the speaker if nothing is forthcoming from the audience
 - end the discussion at or before the maximum 30-minute mark
5. Remind students to complete the Evaluation Form for each speaker

Student Seminar Evaluation:

All students will provide written feedback to peers by completing the evaluation form for each student presenter in **Quercus**.

	Poor			Superb	
	1	2	3	4	5
1. Presenter provided sufficient background.	1	2	3	4	5
2. Presenter explained why the subject matter is important.	1	2	3	4	5
3. Presenter explained research objectives and methods.	1	2	3	4	5
4. Results (<i>or planned analyses if proposal stage</i>) were summarized clearly for a general audience.	1	2	3	4	5
5. Visuals were clear and easy to see.	1	2	3	4	5
6. Presentation length was appropriate for the allotted time.	1	2	3	4	5
7. Presenter spoke clearly at an appropriate volume and pace.	1	2	3	4	5
8. Presenter answered questions directly.	1	2	3	4	5
9. You learned something from the talk.	1	2	3	4	5
10. Overall, the presentation was...	1	2	3	4	5

Specific Comments:

Results from the evaluation forms are used to

- Provide feedback to student presenters to share and discuss with their supervisor(s), and
- Inform selection of the CSAP seminar award winners*

*Students self-select when they submit their bio and abstract and after consultation with their supervisor into one of the two official seminar groupings eligible for seminar awards:

1. Health Services and Policy Research Group
2. Clinical Research Group

In addition to providing feedback to students, **the evaluation forms are required to receive credit** for attendance in each seminar! Please refer to Table 1 for minimum attendance requirements for each academic year.

DRAFT

**Clinical, Social and Administrative Pharmacy Group
Leslie Dan Faculty of Pharmacy, University of Toronto**

SELECTION OF GRIP PRESENTER

Each Student Seminar Group is responsible for selecting their "best" student presenter to represent the group by providing an oral presentation at GRIP (Graduate Research in Progress). This is considered an award and includes a cash prize.

Please consider the following criteria when providing your rating for the student who presented in seminar today:

1. To be eligible, students must have presented in the CSAP seminar series prior to May 1 in the year immediately preceding GRIP and not have completed an Exit Seminar prior to GRIP. Normally students may only be selected as the student group representative speaker for GRIP once during any given degree in the Department of Pharmaceutical Sciences.
2. Preference should be given to students presenting results/findings from their thesis work.
3. Selection should be based with equal weight on:
 - a. oral presentation style and skill (i.e., can this presenter speak well to a general audience);
 - b. design and execution of study (i.e., was it well-designed and can the student adequately explain this);
 - c. significance of research (i.e., can the student explain why this research is important and what impacts it may have)

Presenter's Name:

Date of CSAP Presentation:

How well do you think this student would represent the Clinical, Social and Administrative Pharmacy group as our nominated GRIP speaker for the GRIP event?

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Definitely <u>should not</u> be our representative	Possibly could be our representative	Definitely <u>should</u> be our representative
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Note: this rating is confidential and anonymous. This document should be uploaded to the CSAP section in **Quercus**.

Graduate Department of Pharmaceutical Sciences External Seminar Attendance Form

Students are allowed to fulfill a maximum of 50% (4) of their annual Departmental Seminar attendance quota at sanctioned external seminars indicated below.

The remaining 50% must be met by attending Graduate Department of Pharmaceutical Sciences Seminars.

Students attending graduate seminars outside of the Department of Pharmaceutical Sciences are required to complete and submit this form to the Graduate Office. The form must be signed by the speaker or by the student's supervisor.

- **The Toronto Health Economics and Technology Assessment (THETA) Collaborative**
www.theta.utoronto.ca - This form is not required if you attend the THETA Collaborative Journal Club/Academic Rounds
- **Clinical Pharmacology/Pharmacy Rounds held at Sunnybrook Health Sciences Centre**
- **Centre for Critical Qualitative Health Research (CCQHR) Speaker Series**
www.ccqhr.utoronto.ca
- **Department of Health Policy, Management and Evaluation (HPME), Health Services Research Seminars**
www.ihpme.utoronto.ca/events
- **Faculty of Law, Health Law and Policy Seminar Series**
www.law.utoronto.ca/healthlaw
- **Joint Centre for Bioethics Seminar Series**
www.jointcentreforbioethics.ca/tools/seminars.shtml
- **University of Toronto Neuroscience Program Distinguished Lectureship Series**
<http://neuroscience.utoronto.ca/events/lectureship.htm>
- **University of Toronto Centre for Practice Excellence (CPE) Speaker Series**
<https://pharmacy.utoronto.ca/research/cpe/cpe-speaker-series/>
- **University of Toronto Centre for Pharmaceutical Oncology (CPO) Seminar Series**
<http://pharmaceuticaloncology.com/seminars/>
- **Other** - Approval from the Director of the Graduate Department Required

Student Name: _____ Supervisor: _____

Department of Seminar Attended: _____

Title: _____

Name of Speaker: _____ Seminar Date: _____

Signature of Speaker or Student's Supervisor

Date

Presenter Bio and Abstract Template

Presenting Author Information:

Name: <name of graduate student presenting the research>

Level: <indicate either: MSc Student, PhD Student or PhD candidate*>

Status: <part-time or full-time>

Year in Program: <year in the program accounting for leaves>

**PhD candidate=qualifying or transfer exam complete + minimum number of required courses complete + minimum GRIP presentations complete (NB: there is no such thing as “MSc candidate”)*

Supervisor(s): <name(s) of graduate student supervisor(s)>

Advisory Committee Members(s): <name(s) of advisory committee member(s)>

Group for GRIP Scoring / Selection: *decision made in consultation with supervisor(s)*

1. *Health Services and Policy Research*
2. *Clinical Research*

Brief Presenter Bio

This is not a life history, yet please do mention using freeform text in a style that the chair can read:

- Training history (e.g., prior earned degrees and location)
- Prior or current relevant work experience
- Current graduate training awards / honors

Word count: xxx (max 100)

Compose your abstract using Arial size 9 font, single line spacing and the format provided below

Structured Abstract

Title: <Title Case and **BOLD** Font>

BACKGROUND: (capitalize & bold heading, regular non-bolded text for body)

METHODS: (capitalize & bold heading, regular non-bolded text for body)

RESULTS:* (capitalize & bold heading, regular non-bolded text for body)

CONCLUSION:* (capitalize & bold heading, regular non-bolded text for body)

Word count: xxx (max 300)

Funding Source: if not applicable, please indicate “unfunded” research – *this relates to funding of the research, training awards are to be included under the bio section*

**Implications can be used instead of results and conclusions if proposal stage of research*