

PHARMACEUTICAL INDUSTRY RESIDENCY PROGRAM (PIRP)

TERMS OF REFERENCE FOR 2025-26

ADMINISTERED AND CERTIFIED BY:



UNIVERSITY OF TORONTO
LESLIE DAN FACULTY OF PHARMACY

In collaboration with the Canadian affiliate of participating [biopharmaceutical companies](#):

For additional information or questions, please visit
<https://pharmacy.utoronto.ca/programs/residency-programs> or contact:

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I. PROGRAM DEFINITION

The Pharmaceutical Industry Residency Program (PIRP) is a twelve-month educational program administered and certified by the Leslie Dan Faculty of Pharmacy, University of Toronto in cooperation with participating pharmaceutical companies.

II. ELIGIBILITY

Applicants to the PIRP must be:

- Legally eligible to work in Canada
- A pharmacist who graduated in the past 5 years or a pharmacy student in their final year of study
All pharmacy degree requirements must be completed before starting the residency.
- A graduate with a recognized professional degree in pharmacy from a university accredited within Canada by [CCAPP](#) or the USA by [ACPE](#). Other programs may be approved, based on review of the applicant's university transcripts.

A license to practice pharmacy is strongly recommended but not mandatory. Previous work experience in the pharmaceutical industry is not required.

III. APPLICATION PROCESS

The application period opens on **September 3, 2025** for admission in the summer of 2026. 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-November]
Applicants to:	<ul style="list-style-type: none"> a. Indicate application to specific residency program(s) b. Provide company specific cover letter(s) (optional) 	
PIRP 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-January]
Companies to:	<ul style="list-style-type: none"> a. Review application packages b. Select and schedule applicants for interviews (maximum of 2 rounds per applicant) c. Conduct interviews and offer flexible options, including virtual 	
Applicants to:	<ul style="list-style-type: none"> a. Attend invited interview(s) 	
Phase 4 – Ranking		[Early February]
Companies to:	<ul style="list-style-type: none"> a. Rank interviewed and successful applicants b. Submit ranking to the PIRP Office on time 	
Applicants to:	<ul style="list-style-type: none"> a. Rank residency positions only where an interview was granted b. Submit ranking to the PIRP Office on time 	
Phase 5 – Match		[Late February]
PIRP Office to:	<ul style="list-style-type: none"> a. Match applicants to residency programs b. Communicate matches to companies and residents 	
Phase 6 – Post Match		[March – June]
Companies to:	<ul style="list-style-type: none"> a. Issue employment contract to resident(s) per their usual human resources process. b. Ensure participation in the PIRP is a requirement in the contract c. Confirm resident(s)' start date 	
Applicants to:	<ul style="list-style-type: none"> a. Sign employment contract b. Inform PIRP Office of residency start date 	
PIRP Office to:	<ul style="list-style-type: none"> a. Support future residents and companies 	
Residency Starts		[July 1 – Sept 30]
Applicants to:	<ul style="list-style-type: none"> a. Obtain T-card, promote JOINID to UTORID and ensure access to Quercus as applicable b. Pay program fees in ACORN (first installment in August and final payment in November) c. Follow PIRP requirements per Terms of Reference 	
PIRP Office to:	<ul style="list-style-type: none"> a. Develop and execute professional development webinar sessions 	

IV. OBJECTIVES

PIRP is a certified, experiential program to educate residents in at least one functional area within the pharmaceutical industry. Residents are expected to meaningfully contribute to and/or lead suitable, diverse projects. Residents should be exposed to other areas through committees, teams, shadowing, projects and/or mentorship to better appreciate the complexities of commercializing medications and key issues globally and in Canada.

Upon completion of the PIRP, supervisors will ensure residents can:

- Appreciate the complexities of drug commercialization and the related regulations and compliance
- 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
- Meaningfully contribute to projects at either a brand or functional level
- Reliably prepare and deliver high quality presentations and written reports

V. SUCCESS CRITERIA

Success of the PIRP will be assessed regularly in the following parameters:

- Number of companies involved year over year
- Number of residency positions offered year over year
- Number of PIRP applicants year over year
- Percentage of available residency positions successfully filled
- Percentage of residents that complete all requirements and earn the certificate
- Career path of residents upon completion
- Periodic surveys of residents, supervisors and other stakeholders to assess:
 - Development of resident's skills/competencies
 - Satisfaction with the PIRP
 - Opportunities for program improvements

VI. START AND FINISH DATES

Residents must complete all pharmacy academic requirements including examinations, clinical and other rotations, and projects prior to starting their residency. Residents start the PIRP between **July 1 and September 30**. The PIRP finish date is twelve months after the start date.

Companies agree that offers of continued employment to residents, should commence only after completion of PIRP requirements.

VII. CERTIFICATE REQUIREMENTS

Pharmaceutical company learning and employment for 12 months
Complete on time, all activities assigned in University of Toronto's Quercus system
Attend PIRP professional development webinar sessions (at least 6 of 8 per year)
Major Project – approval of the written report and at least one presentation within the company
Attend and present on their major project at the PIRP Annual General Meeting (AGM)

The PIRP is level three [certified](#) certified by the Leslie Dan Faculty of Pharmacy at the University of Toronto. To receive the PIRP certificate, the resident must complete all the above requirements. In addition to the Quercus records, the company supervisor must inform the Residency Coordinator of the resident's successful completion and approval of the major project report.

VIII. MAJOR PROJECT

The major project is a long-term, meaningful initiative with a high-quality final report on the progress and project findings. 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 potential projects that are of value for the company, feasible and can be completed within the available time frame. The company supervisor and/or their delegate will take full responsibility to ensure the resident's work on this project is high quality and on track.

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 final project written report must be submitted one-month prior to the completion of the residency for review and approval by the company supervisor. Residents are expected to present their project in detail to appropriate internal stakeholders and a high-level overview at PIRP related events such as the AGM or poster event, typically held in June.

The formal, written report is normally between 2500-5000 words and should be well organized and include references. Below are suggested 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

Company supervisors are expected to use the following rubric when evaluating residents' major project:

Criteria	Ratings				Pts
Planning	15 to >13 pts Excellent Project goals were clearly defined, aligned with company needs, feasible, and methodologically sound. Timelines and deliverables were realistic and consistently met.	13 to >11 pts Very Good Project objectives were mostly clear and aligned. Some aspects of feasibility or planning could be improved. Timelines and deliverables were usually met.	11 to >9 pts Good Goals were somewhat vague or misaligned with feasibility concerns. Planning was basic and/or not proactive and inconsistently met.	9 to >0 pts Needs Work Project lacked clarity, relevance, or a feasible plan. No clear structure. Project not prioritized.	15 pts
Execution & Initiative	15 to >13 pts Excellent Demonstrated high-level of independence, initiative, and problem-solving. Adapted to challenges with minimal guidance.	13 to >11 pts Very Good Showed good autonomy and initiative. Overcame obstacles with moderate support.	11 to >9 pts Good Required frequent guidance and support to stay on track.	9 to >0 pts Needs Work Minimal initiative or consistent reliance on supervisor. Project incomplete or mismanaged.	15 pts
Impact & Value	15 to >13 pts Excellent Project significantly contributed to the company's strategic or operational goals. Results were actionable and meaningful.	13 to >11 pts Very Good Project contributed moderately to company needs. Some clear benefits were presented.	11 to >9 pts Good Project outcomes were somewhat useful but lack strong application.	9 to >0 pts Needs Work Limited or unclear value to the company. Impact was minimal.	15 pts
Written Report	30 to >26 pts Excellent Logical, well-organized, referenced and easy to follow. Headings were used appropriately. Free of grammatical errors.	26 to >22 pts Very Good Mostly clear and organized. Few writing and/or referencing errors or inconsistencies.	22 to >18 pts Good Some organizational issues. Several writing and/or referencing errors.	18 to >0 pts Needs Work Disorganized, unclear, or difficult to follow. Significant writing and/or referencing errors present.	30 pts
Analysis	15 to >13 pts Excellent Rigorous analysis. Insightful, well-supported conclusions.	13 to >11 pts Very Good Good analysis and interpretation. Some critical insight.	11 to >9 pts Good Basic interpretation. Limited critical thinking.	9 to >0 pts Needs Work Poor analysis or unsupported conclusions.	15 pts
Presentation	10 to >8.5 pts Excellent Presented clearly to stakeholders with strong communication and engagement. Effectively tailored content to audience.	8.5 to >7 pts Very Good Communicated clearly. Mostly appropriate for audience.	7 to >6 pts Good Basic presentation skills. Some difficulty engaging audience.	6 to >0 pts Needs Work Poorly presented or not delivered.	10 pts

IX. AWARD

A plaque and \$1000 are awarded to acknowledge one resident whose major project is of exceptional quality and impact. The Residency Coordinator will invite faculty liaisons and/or pharmaceutical industry experts, with no conflicts of interest, to help identify the award winner.

X. ANNUAL GENERAL MEETING

The PIRP Committee provides overall direction and accountability for the Pharmaceutical Industry Residency Program. 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 PIRP Coordinator and Faculty Liaisons
- Company residents, supervisors and other representatives

XI. FINANCIAL COMPENSATION AND BENEFITS

The resident will be an employee of the company, on a one-year contract basis contingent upon participation in the PIRP. The same salary will apply to each residency position offered in the program. Participating companies will help establish the salary yearly through consensus at the Annual General Meeting.

- For the **2025-26** residency cohort, the salary will be **\$58,000 CAD**.

While the salary and two weeks of vacation is uniform at all participating companies, the benefits offered may differ. Benefits may include flexible work arrangements, additional vacation time, health benefits, PIRP fee support, payment of professional fees and/or attendance at conferences. The applicant should seek information about potential benefits directly from the companies or their brochures

XII. PIRP FEES

To help fund this program, the program fees are as follows:

Pharmaceutical company fees based on the number of residency positions offered in a year:

Positions #1 to #3	\$5,000 per position then
Positions #4 to #10	\$3,000 per position then
All positions >10	\$2,000 per position

Application non-refundable fee:

- \$250 (Due in September)

Resident non-refundable fees:

- \$2250 payable in ACORN (Due August)
- \$2500 payable in ACORN (Due November)

XIII. KEY EXPECTATIONS

COMPANY SUPERVISORS

Activity	Timeframe
FOR FUTURE RESIDENTS	
Engage PIRP Coordinator to create or discontinue residency positions	Ongoing
Confirm positions with coordinator for the upcoming application cycle	Aug
Provide coordinator with new/updated company brochure describing the residency position	Aug
Review application package and conduct interviews with candidates	Nov - Jan
Submit candidate rankings by requested deadline	Early Feb
Extend formal employment contracts to successful resident(s) outlining start dates	Mar - Jun
Attend and briefly present at Residency Information Night for interested applicants	May or Aug

FOR CURRENT RESIDENTS	
Provide onboarding and orientation (ex. computer, workstation, team introductions)	1 st wk of PIRP
Review expectations, work tasks and finalize learning objectives with resident	2 nd wk of PIRP
Provide options to resident(s) for their major project	Before mth 2
Meet resident at least monthly to assess progress, provide feedback and guidance	Ongoing
Attend Annual General Meeting or send a delegate	Jun
Escalate issues to PIRP coordinator	Ongoing
Approve resident's major project and inform PIRP coordinator	At 12 mths

PIRP RESIDENTS

Activity	Timeframe
Confirm acceptance of matched residencies per requested deadlines	Feb/Mar
Timely sign off company provided work contract	Mar-Jun
Inform PIRP coordinator of residency start date	Mar-Jun
Pay residency fees per schedule	Aug and Nov
Obtain UTORID, T-card and sign onto Quercus platform	Jul-Sep
Complete assigned tasks in Quercus	Ongoing
Engage faculty liaison(s) for project support and/or mentorship as needed	Ongoing
Escalate issues to PIRP coordinator and/or faculty liaison(s) as needed	Ongoing
Attend at least 6 of 8 PIRP professional development events	Ongoing
Attend and present at Annual General Meeting and/or poster session	Jun
Present the major project finding to company stakeholders	Jun-Aug
Submit final major project report to supervisor for approval	Jun-Aug

FACULTY LIAISONS

The Dean of the Leslie Dan Faculty of Pharmacy appoints Faculty Liaisons with diverse expertise, usually for a 3-year, renewable term. These professionals are available to the PIRP residents to address questions, support their major project and/or mentorship as needed.

1. Provide the resident with ongoing mentorship, guidance, advocacy and support
2. If requested, advise residents in the development of their major project to ensure its quality and feasibility
3. If requested, propose potential project collaboration and/or support, where possible
4. Offer input and suggestions for quality improvement of the PIRP program
5. Help select the annual PIRP Award winner
6. Attend the PIRP Annual General Meeting

[David Dubins](#)

[Monica Gautam](#)

[Paul Grootendorst](#)

[Certina Ho](#)

[Heather Kertland](#)

[Cindy Natsheh](#)

XIV. FAQs

How can a company get involved in this program?

New companies wishing to participate in the PIRP or current companies wanting to modify their approved PIRP positions should contact the Residency Coordinator at Pharm.residency@utoronto.ca

Can a company pay some or all the resident's fee?

Yes. In addition to the standard PIRP resident's salary and two weeks of paid vacation, companies are permitted to offer limited additional benefits such as additional time off, medical benefits, congress attendance or work-related travel and/or resident's PIRP fees. Companies are not expected nor obligated to provide such benefits.

What is the fee if a company's residency position goes unmatched?

The faculty will work closely with the company to identify available candidates if a residency position goes unmatched. However, if a suitable candidate is not secured and the residency position goes unfilled, the position fee paid will be credited to the company for the following PIRP cycle.

Can a company offer an extra 1-2 residency positions after the interview process?

The faculty will work closely with the company to accommodate these requests if possible and any incremental fees will be charged once these new positions are filled.

What happens to the fees if a matched resident withdraws from the PIRP prior to the start of the residency?

In the unlikely event that a matched candidate withdraws before starting the residency, we will work with the company to find a suitable replacement from available candidates or credit the company for the position's fee for the following PIRP cycle. All fees paid by the matched residents are non-refundable.

What happens to the fees if a matched resident withdraws from the PIRP after starting their residency?

Once the matched resident starts their residency, all fees paid by the company and the resident are non-refundable.
