



LEADERSHIP DEVELOPMENT AWARD TERMS OF REFERENCE

Application Deadline – April 1

The Award

ACP will award a pharmacist or pharmacy technician, up to five-thousand dollars (\$5,000) to advance the recipient's leadership skills through attendance at a single prominent leadership conference, or leadership development opportunity delivered through a university or college program.

The award can be used to cover program registration fees, travel expenses to attend the program, and accommodation and meal expenses while attending the program. The award must be used within three years from the date of the award being presented. The award will be accompanied by a framed certificate.

Purpose

To support the development and advancement of professionalism, citizenship, and leadership in pharmacy.

Award criteria

The award will be presented annually to a candidate who has demonstrated exemplary professionalism, leadership, and citizenship.

Eligible candidates

Candidates must:

- Be a Canadian Citizen or Permanent Resident of Canada.
- Be a clinical pharmacist or pharmacy technician in good standing with the Alberta College of Pharmacy for up to 5 years.
- Have demonstrated exemplary professionalism, citizenship and leadership.

Presentation of the Award

The award will be presented in June at the Alberta College of Pharmacy "Celebration of Leadership." Should the event be held outside of Edmonton, the college will cover transportation, accommodation, and out of pocket expenses for the successful candidate to attend.

How to apply

1. Cover Letter

Please submit a cover letter introducing yourself along with a resume, essay, proof of registration with college, and references (see sections 2–5 below for further details). Please identify how you plan to use the award.

Forward your complete application prior to **April 1st**.

to:

Greg Eberhart
Registrar
Alberta College of Pharmacy
1100, 8215-112 Street
Edmonton, AB T6G 2C8
email: executiveassistant@abpharmacy.ca

2. Leadership Resume

Please submit a resume that outlines how you have served through your leadership, citizenship, and professionalism over the past 5 years. This may include, but is not limited to, contributions to student leadership, professional organizations, athletics, the arts, religious service groups, community service, and employment. It is appropriate to note contributions on a local, provincial, national, or international level here as well. When developing your leadership resume, clearly state your roles and responsibilities for each service, and what achievements were experienced as a result of your leadership, citizenship, and/or professionalism. Please also identify awards, special recognitions and honors received during this period.

Resume Directions

1. Use reverse chronological order to present activities.
2. Avoid acronyms since the selection committee may not be familiar with all your organizations.
3. Give specific names of schools, towns, community groups, and businesses.
4. Please include your dates of involvement and average hours per week, per month, or per year as indicated above.
5. Use 1-3 lines in each description to show your contribution and its impact in each role.
6. Limit resume to two pages.

3. Essay

Applications must be accompanied by a single page essay that addresses the following questions.

1. What do you see as the most significant challenges and opportunities for pharmacy practice in the next ten years?
2. Discuss the importance of leadership, citizenship, and professionalism in pharmacy in addressing the challenges and opportunities you have identified.
3. How will you and others benefit by virtue of you receiving the ACP Leadership Award?

4. Eligibility Verification

Please submit the applicable documentation and include your full name and ACP registration number to verify the following eligibility criteria:

1. Canadian Citizenship or Permanent Resident of Canada.
2. Alberta College of Pharmacy Practice Permit.

5. References

Each application/nomination must be accompanied by two letters of reference that provide adjudicators further insight about the attributes, contributions, and achievements of the candidate. At least one reference should be from a colleague not associated with the practice of pharmacy.

Adjudication

Applications will be adjudicated by the Executive Committee of the Alberta College of Pharmacy. Adjudicators will evaluate the resume, essay and references in context with each other, with 65% weighting on the resume, 25% weighting on the essay, and 10% on the references. Emphasis will be placed on the achievements resulting from the leadership, citizenship, and professionalism of each candidate. Applicants will meet with the Executive Committee prior to the adjudication. Decisions of the Executive Committee will be final.

Notification

The recipient will be notified in writing. The recipient will meet with the Registrar to discuss:

- forthcoming leadership development opportunities that the award may support; and,
- the distribution of the financial component of the award.

Please contact Leslie Ainslie, Executive Assistant, if you require clarification or assistance. Leslie can be reached at leslie.ainslie@abpharmacy.ca.

The Alberta College of Pharmacy respects the privacy of all individuals. The personal information collected on this form is being collected to determine suitability for an award. All personal information collected on this form will be managed in accordance with our privacy of personal information policy which can be viewed on the college website at abpharmacy.ca. Any questions or concerns may be directed to our privacy lead at (780) 990-0321 or privacyinfo@abpharmacy.ca