|  | **Technology in Pharmacy Network**  **2021-2022 Applications**  Due date:  Friday, October 8th at midnight |
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Welcome to the Technology in Pharmacy Network’s application package for the 2021-2022 cycle. Please read the instructions to learn how to become a member of our team. We look forward to hearing from you.

If you have any questions, please do not hesitate to contact us at president.TIPN@gmail.com.

To learn more about TIP, check out our [social media](https://www.instagram.com/uwtip/) or [website](https://www.tipn.net/).

**Instructions**

* You may select a *maximum* of three positions that you must order by your preference.
* Please review the positions and their descriptions in this document.
* Download this form off of Google Drive and, at the end of the document, please fill out the application as instructed.
* Email the completed application document to president.TIPN@gmail.com
* Applications are due on **Friday, October 8th, 2021 at midnight**

Positions and descriptions

| TIP Executive Team |
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| **President**  Reporting to the board of advisors, the President is responsible for setting out the vision for TIP and leading the organization to achieve that vision.  All matters that cannot be resolved by the executive team are to be made by the President and, if appropriate, escalated to the board of advisors.  The President:   * Will set out their vision for the organization within the first two weeks of their Presidency; * Will lead monthly meetings with the executive team; * Will attend tri-annual meetings with the board of advisors to expand the reach of the organization and enhance its various initiatives; * Will attend monthly meetings with the Operations team to ensure the vision of the organization is adhered to; and * Will attend monthly meetings with the Hackathon team to ensure the vision of the organization is adhered to.   Duration of position: 1 year. |
| Vice President of HackRx Reporting to the President, the Vice President of HackRx will be responsible for the second iteration of TIP’s annual pharmacy hackathon, HackRx2022. The first iteration, HackRx2021, brought together over 150 students from multiple health and technology backgrounds. Additionally, it secured over $20,000 in funding.  The Vice President of HackRx:   * Will lead monthly meetings with the Hackathon team to lead a successful HackRx2022; * Will attend monthly executive meetings to liaise with other TIP executives regarding the hackathon; * Will oversee the creation of the HackRx sponsorship package; * May be invited to some meetings with the board of advisors at the invitation of the President; and * Will act as the representative for the hackathon in all correspondence with the University of Waterloo School of Pharmacy.   Duration of position: 1 year. |
| Vice President of Finance Reporting to the President, the Vice President of Finance is responsible for ensuring optimal use of funds provided to TIP to run its events and the hackathon. Last year, TIP’s first iteration of its pharmacy hackathon, HackRx2021, raised over $20,000.  The Vice President of Finance:   * Will attend monthly meetings with the Operations team to oversee, maintain and grow its finances; * Will attend monthly meetings with the Hackathon team to oversee, maintain and grow its finances; * Will attend monthly executive meetings to liaise with other TIP executives regarding finances; and * Has the authority to create a finance subcommittee to help manage any of the aforementioned financial profiles.   Duration of position: 1 year. |
| Vice President of Research Reporting to the President, the Vice President of Research will be responsible for maintaining and building the research portfolio of the Technology in Pharmacy Network. These projects are chosen as per the candidate’s desire and can be worked on by either just the VP Research or in conjunction with a subcommittee that the VP Research may create. Examples of past projects: surveying the existence and quality of Drug Information Systems and Electronic Health Records across Canada.  The Vice President of Research:   * Will attend monthly meetings with the Operations team to develop research opportunities to enhance efforts of the operations team; * Will attend monthly meetings with the Hackathon team to develop research opportunities to enhance the efforts of the hackathon team; * Will attend monthly executive meetings to liaise with other TIP executives * May develop any other research projects that they see fit; and * Has the authority to create a research subcommittee to help work on any of the aforementioned research opportunities.   Duration of position: 1 year. |
| TIP Operations Team Learn more about past projects [here](https://www.instagram.com/uwtip/) and [here](https://www.tipn.net/). |
| Technology Representative Reporting to the Vice President of Operations, the Technology Representative plays a vital role in building a relationship between pharmacy and technology students/professionals.  The role of the Technology Representative is to:   * Ensure that students in computer science and engineering are engaged with TIP (i.e. ensuring that those students are aware of all relevant TIP events and information); * Ensure that the voices of computer science and engineering students are heard when it comes to technology in pharmacy; * A strong connection exists between TIP and main UW campus; and * Attend all Operations meetings.   Duration: 1 year.  ***Note: this position is reserved for a student in a technology-related field (e.g. Computer Science, Engineering, Mathematics, etc.).*** |
| U of T Representative Reporting to the Vice President of Operations, the role of the U of T Representative is to ensure that TIP has a strong relationship with the students at the Leslie Dan Faculty of Pharmacy at the University of Toronto. Our group proudly welcomes U of T students to join any position, however this particular role is tasked with strengthening and maintaining the excellent relationship between TIP and U of T.  The U of T Representative will:   * Ensure that U of T students are engaged with TIP (i.e. ensuring that those students are aware of all relevant TIP events and information); * Ensure that the voices of U of T students are heard when it comes to technology in pharmacy; * Create and maintain a strong connection between TIP and U of T; and * Attend all Operations meetings.   Duration: 1 year.  ***Note: this position is reserved for a student from the University of Toronto.*** |
| Pre-Pharmacy Representative Reporting to the Vice President of Operations, the role of the Pre-Pharmacy Representative is to engage undergraduate students who have expressed an interest in pharmacy or technology with TIP. With that, the Pre-Pharmacy Representative will:   * Ensure that Aspiring pharmacy students be engaged with TIP (i.e. ensuring that pre-pharmacy students are aware of all relevant TIP events and information); * Ensure that the The voices of pre-pharmacy students are heard when it comes to technology in pharmacy; * Create strong connection exists between TIP and main UW campus; and * Attend all Operations meetings.   Duration of position: 1 year. |
| Secretary Reporting to the Vice President of Operations, the Secretary ensures that the meetings of the team run smoothly. To achieve this, the role the Secretary is to:   * Ensure accurate and accessible records of what the Operations team has done or is setting out to do (e.g. meeting minutes, deadlines); * Determine appropriate meeting dates and times; * Hold members accountable for meeting attendance; * Create and send an initial agenda before each meeting; and * Attend all HackRx planning meetings.   Duration: 1 year. |
| Events Director Reporting to the Vice President of Operations, the Events Director addresses all logistical matters associated with running events hosted by TIP on behalf of the Operations Team.  The Events Director will:   * Ensure events are organized for individuals interested in the technology and pharmacy space; * Recruit necessary members of the Operations team to facilitate the running of events * Ensure all events are executed safely, smooth, and in alignment with all WUSA, SOPhS, and TIP event policies; and * Attend all Operations meetings.   Duration: 1 year. |
| Hackathon Team (HackRx2022) Learn more about the hackathon [here](https://www.instagram.com/hackrx2021/) and [here](https://www.accelevents.com/e/HackRx#agenda). |
| Director of Hackathon Logistics Reporting to the Vice President of HackRx, the Director of Hackathon Logistics plays a critical role in ensuring that the hackathon is run in an organized fashion.  The role of the Director of Hackathon Logistics is to:   * Lead all initiatives associated with the online platform used to run the hackathon and any in-person events that may occur; * Liaise will all sponsors, representatives, speakers, and judges with respect to presentation times at the hackathon; * Ensure all participants are aware of their hackathon schedule; * Develop a detailed schedule for the hackathon to be followed by the team, participants, speakers, sponsors, representatives, and judges; * Assist in the development of the HackRx sponsorship package; and * Attend all HackRx planning meetings.   Duration: 1 year. |
| Director of Hackathon Outreach Reporting to the Vice President of HackRx, the Director of Hackathon Outreach plays an essential role in ensuring the financial viability and longevity of TIP’s annual hackathon, HackRx.  The Director of Hackathon Outreach:   * Will make outreach efforts to companies and organizations that may be interested in sponsoring the annual hackathon; * Will ensure positive relationships are maintained and strengthened with companies or organizations that sponsor the hackathon; * Will assist in the development of the HackRx sponsorship package; * Works with other members of the Hackathon Team to fulfill the above outreach efforts; * May create a subcommittee to assist in the aforementioned outreach efforts; and * Attend all HackRx planning meetings.   Duration: 1 year. |
| Secretary of the Hackathon Reporting to the Vice President of HackRx, the role the Secretary is to:   * Ensure accurate and accessible records of what the hackathon group has done or is setting out to do (e.g. meeting minutes, deadlines) * Determine appropriate meeting dates and times. * Hold members accountable for meeting attendance. * Create and send an initial agenda before each meeting. * Attend all HackRx planning meetings.   Duration: 1 year. |

Application form

**What do you see as the future of technology and pharmacy? (Max: 200 words)**

**Position preference #1: [Insert name of position here]**

**Please describe why you would be the best candidate for this position. (Max 200 words)**

**Position preference #2: [Insert name of position here]**

**Please describe why you would be the best candidate for this position. (Max 200 words)**

**Position preference #3: [Insert name of position here]**

**Please describe why you would be the best candidate for this position. (Max 200 words)**