

PHARMACEUTICAL INDUSTRY RESIDENCY PROGRAM (PIRP)

TERMS OF REFERENCE FOR 2024-25

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. The Core Committee consisting of the 1) Resident, 2) Company Supervisor and 3) Faculty Liaison work together to ensure all elements of the PIRP are fulfilled. Effective for the 2023-24 cohort, a twenty-four-month PIRP residency will be offered in highly specialized areas as a pilot initiative.

II. ELIGIBILITY

Applicants to the PIRP must be legally eligible to work in Canada and be a pharmacist or a student in their final year of study. All pharmacy degree requirements must be completed before starting the residency. Applicants must have graduated, no earlier than **2019**, 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 recommended but not mandatory. Previous work experience in the pharmaceutical industry is not required.

III. APPLICATION PROCESS

The application period opens on **September 3, 2024** for admission in the summer of 2025. 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 d. Pay program fee 	
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 – initial and subsequent rounds b. Communicate initial and subsequent matches to companies and residents 	
Applicants to:	<ul style="list-style-type: none"> a. Accept residency offer per timelines 	
Phase 6 – Post Match		[March – June]
Companies to:	<ul style="list-style-type: none"> a. Issue employment contract to resident(s) per usual human resources process b. Confirm start date between July 1 and September 30, 2025 	
Applicants to:	<ul style="list-style-type: none"> a. Sign employment contract b. Inform PIRP Office of start date c. Pay first installment of program fee (due May) 	
PIRP Office to:	<ul style="list-style-type: none"> a. Support future residents and companies b. Manage residency opportunities 	
2024-25 Residency Starts		[July 1 – Sept 30, 2023]
Applicants to:	<ul style="list-style-type: none"> a. Pay final installment of program fee (due Aug) b. Follow PIRP requirements per Terms of Reference 	
PIRP Office to:	<ul style="list-style-type: none"> a. Develop and execute professional development sessions 	

July 15, 2024

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IV. OBJECTIVES

The PIRP is a certified, experiential program to educate the resident in at least one functional area within the pharmaceutical industry. Residents are expected to meaningfully contribute to diverse 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 PIRP, supervisors will ensure residents can:

- 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 presentations and written reports

V. SUCCESS CRITERIA

Success of the PIRP will be assessed regularly on 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
- Surveys of residents, supervisors and faculty liaisons 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 IPRP between **July 1 and September 30**. The PIRP finish date is twelve or twenty-four months after the start date depending on the residency.

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

VII. CERTIFICATE REQUIREMENTS

	12 MONTH RESIDENCY	24 MONTH RESIDENCY
Pharmaceutical company learning and employment	12 MTHS	24 MTHS
Plan and execute a minimum number of Core Team Meetings	2 MTGS	3 MTGS
Complete on time, all activities assigned in University of Toronto's Quercus system	X	X
Attend PIRP knowledge and skills meetings (8 per year)	X	X
Major Project – approval of the written report and at least one presentation	X	X
Attend and present on major project at the PIRP Annual General Meeting (AGM)	X	X
Rotation through a second functional area	-	X
Completion of Regulatory Affairs certification is strongly recommended	-	X

To receive the PIRP certificate of completion, the resident must complete all the above requirements during the PIRP. In addition to the Quercus records, the company supervisor and/or the faculty liaison 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 year-long, meaningful initiative with a high-quality final report on the progress and 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 projects of value for the company that are feasible and can be completed in one-year and will take full responsibility for the resident's work and progress with input from the faculty liaison.

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 ideally one-month prior to the completion of the residency for review and approval by the company supervisor **and** faculty liaison. The resident is expected to present their project to appropriate stakeholders, including PIRP related events such as the AGM or poster event.

The formal, written report is normally between 2500-5000 words and should be 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

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 members 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

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. Participating companies will help establish the salary yearly through consensus at the Annual General Meeting.

- For the **2024-25** residency cohorts the salary is **\$55,757** CAD.
- For the **2025-26** residency cohorts the salary will be **\$58,000** CAD.
- Residents in the 24-month residency will receive a salary increase of ~20% in year 2

While the salary and two weeks of vacation is uniform at all participating companies, the benefits offered may not be the same. The applicant should seek information about benefits directly from the companies or their brochures which may include additional vacation time, health benefits, PIRP fee support and/or attendance at conferences.

XII. PIRP FEES

To help fund this program, starting in the 2024-25 cycle the program fees are as follows:

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

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

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The total company fee for the 2024-25 cycle will be invoiced in Q4 2024 and payable up until Q1 2025 to accommodate companies' budget cycles.

Applicant and resident non-refundable fees:

- \$250 at application (Sept 2024)
- \$2250 after successfully matched with a company (Due May 2025)
- \$2500 payable (Due August 2025)

XIII. KEY EXPECTATIONS

FACULTY LIAISONS

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

1. Provide the resident with ongoing mentorship, guidance, advocacy and support
2. Attend the Core Committee meetings
3. Provide the Core Committee with relevant PIRP and Faculty updates
4. Advise the resident in the development of their major project to ensure its quality and feasibility
5. Propose potential project collaboration and/or support, where possible
6. Review and approve the major project proposal, other reports and the final project report
7. Inform the PIRP coordinator of the resident's successful completion of the PIRP requirements
8. Offer input and suggestions for quality improvement of the PIRP program
9. Attend the PIRP Annual General Meeting

The host company is expected to compensate the faculty liaison for travel, accommodation and meal expenses incurred for any in-person Core Committee meeting attendance.

COMPANY SUPERVISORS

Activity	Timeframe
FOR FUTURE RESIDENTS [2025-26]	
Engage PIRP 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	Dec - 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 Information Night for interested students	Mar - May
FOR CURRENT RESIDENTS [2024-25]	
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
Plan and execute at least two meetings with the core committee	Mth 3 and 9
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 faculty liaison and/or coordinator	Ongoing
Approve resident's major project and inform coordinator	At 12 mths

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KEY EXPECTATIONS OF RESIDENTS

Activity	Timeframe
Accept matched residencies per requested deadlines	Feb/Mar
Timely sign off company provided work contract	Mar-Jun
Seek approval and/or inform coordinator of residency start date	Mar-Jun
Pay residency fees per schedule	May and Aug
Obtain UTORID and sign onto Quercus platform	Jul-Sep
Plan and execute at least two meetings with the core committee	Mth 3 and 9
Complete assigned tasks in Quercus	Ongoing
Engage faculty liaison for mentorship, advice and input on major project	Ongoing
Escalate issues to faculty liaison and/or coordinator	Ongoing
Attend PIRP knowledge and skills events, in person and virtual	Ongoing
Attend and present at Annual General Meeting and/or poster session	Jun
Present the final major project to company stakeholders	Jun-Aug
Submit final major project report to supervisor and faculty liaison for approval	Jun-Aug

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 residency 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.

Are the fees different for the pilot two-year residency positions?

Currently, the fees are not different as it is a pilot initiative.