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# **Oregon Society of Health-System Pharmacists (OSHP)**

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**Board Approved 3/13/2017**

## **POLICY STATEMENTS**

# OSHP Policy Statements

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## **POLICY 1.0 - PURPOSE**

### **1.1 - POLICY PURPOSE AND FORMULATION**

Policy statements serve to aid in the development of guidelines and standards for internal operations. Policy statements are approved by the Board of Directors. Policy recommendations may be made by staff, committee chairmen or the Board of Directors. Policy statements shall remain in effect until the policy is amended or rescinded by the Board of Directors.

## **POLICY 2.0 - ADMINISTRATION**

### **2.1 - AUTHORIZED SPOKESPERSON**

The President, President-Elect and Immediate Past-President shall be the only authorized spokespersons for OSHP. No other individuals shall speak for the OSHP on matters affecting the organization or its membership as a whole without prior approval of the President or the Board of Directors.

### **2.2 - CONTRACTS AND ENCUMBRANCES**

The President and Executive Director/Administrator, with the approval of the Board of Directors as needed shall be the only individual(s) authorized to enter into contracts or agreements which incur financial or other liabilities to the organization.

### **2.3 - POSITION DESCRIPTIONS**

Position descriptions shall be developed, maintained and distributed for all OSHP board member and chairperson positions. Position descriptions shall be reviewed on an annual basis by the outgoing board member/chairperson.

### **2.4 - INSURANCE**

OSHP shall obtain and maintain in force, general liability insurance and directors and officers liability coverage for the association.

## **POLICY 3.0 - FINANCES**

### **3.1 - DUES**

Dues are not refundable, and are payable in advance of the membership period option selected by the member.

#### **3.1.1 - AUTOMATIC RENEWAL OF DUES**

Members enrolled in automatic renewal will receive an email notice prior to the Renewal Date. The notice will inform the member that the current membership term is about to end and the Renewal Date when the subscription will be renewed and card on file will be charged. All notices regarding membership renewal will be sent to the email of record with OSHP.

To cancel an automatic renewal prior the account being charged for the next year, the member must do so before the Renewal Date. It is the responsibility of the member to ensure correct payment and contact information is on file with OSHP prior to automatic renewal.

### **3.2 - AUTHORIZED ACCOUNT SIGNATURES**

Individuals authorized to sign on the OSHP accounts shall be the Executive Director/Administrator, President, President-Elect and Treasurer. A minimum of two authorized signatures are required on all accounts.

### **3.3 - PROGRAM BUDGETING**

The annual budget shall be prepared on a program budgeting basis segregating applicable income and expense by program.

### **3.4 - COMMITTEE BUDGET REVIEW**

All committees shall adhere to the budget as approved by the Board of Directors.

### **3.5 - RESERVE FUND, INVESTMENT OBJECTIVES AND GUIDELINES**

The primary purpose of the OSHP reserve accounts are to provide funds to assure fulfillment of its obligations to its members and to offset the effects of an operating reversal until expenditures can be adjusted. Its secondary purpose is to accumulate funds for planned, future development needs or for making expenditures to enhance programs or provide additional services or staff.

#### **3.5.1. INVESTMENT OBJECTIVES**

The primary investment goal of the OSHP reserve accounts is to attain reserves equal to 100 percent of the past year's non-program operating expenses. If over 100 percent of non-program operating expenses are accumulated, the Board may decide to continue to accumulate reserve funds to enhance programs, provide additional staff or for planned, future development needs. To achieve this goal, the objective is to maximize total return over a full market cycle while at the same time attaining a proper and prudent balance among the factors of safety, liquidity and yield.

#### **3.5.2. INVESTMENT GUIDELINES**

Reserve funds are, generally, to be invested in institutions insured by the FDIC or FLIC. However, up to 50% of the funds can be placed in high quality securities, including US

Treasury notes, the highest rated commercial paper and corporate securities. Foreign securities are prohibited and no private placements or mortgages may be purchased.

### **3.5.3. PERFORMANCE MEASUREMENT**

The reserve accounts will be evaluated as needed but no less than annually on a total return (income plus/minus market appreciation) with comparisons showing results for year to date and the last twelve months.

### **3.5.4. PROCEDURES**

The Board of Directors shall, annually, as part of its budget preparation, determine the amount of actual dollars to be placed into the reserve fund, and where the fund will be located. This determination shall be based on the recommendation of the Executive Director/Administrator and Treasurer.

### **3.6 - SOLICITATION**

All solicitation of funds and financing of projects and endorsements beyond what was included in the approved budget must be submitted to the Board of Directors and approved before the implementation.

### **3.7 - DONATIONS**

No expenditures or donation of OSHP funds whatsoever shall be made to religious, philanthropic or civic organizations without approval of the Board of Directors.

### **3.8 - MEMBERSHIP FINANCIAL REPORTING**

The Treasurer shall, at the end of each OSHP fiscal reporting period, summarize to the general membership, the financial results of the fiscal period. A period-ending Statement of Financial Position will be published on the OSHP website and/or in the next newsletter following the close of the fiscal period.

## **POLICY 4.0 - LEGAL**

### **4.1 - LEGAL COUNSEL**

OSHP shall retain or otherwise have access to legal counsel. The President, Executive Director/Administrator, and the Board of Directors acting by majority vote, shall be the only authorized individuals to contact legal counsel on behalf of OSHP.

### **4.2 - USE OF OSHP'S NAME & LOGO**

Any use of the OSHP's name and logo in conjunction with programs, products or services offered by external sources must receive prior approval from the Board of Directors.

### **4.3 - USE OF OSHP'S STATIONERY**



Use of the OSHP's stationery is limited to OSHP officers and chairpersons when operating under the direction of the entire Board of Directors. Copies of communication uses must be sent to the OSHP office for reference.

## **POLICY 5.0 - MEMBERSHIP**

### **5.1 - MEMBERSHIP**

Membership in OSHP shall be on an individual basis. A membership may be transferred to another individual. The right to transfer a membership in the association shall be exercised by the beneficial owner of the membership. A beneficial owner is that business entity or individual who paid the membership dues. Proof of payment of the dues is the responsibility of the beneficial owner.

### **5.2 - MEMBERSHIP APPLICATION**

#### **5.2.1 - ACTIVE AND ASSOCIATE MEMBERS**

Applications for active and associate membership shall be submitted to the Society for verification of qualification for membership by the Board of Directors. Dues must accompany the applications for membership. When an individual changes vocation so as to no longer fit the definition of an Active Member, the member shall automatically become an Associate Member with the rights and privileges of associate membership.

#### **5.2.2 - HONORARY MEMBERS**

Nominations for honorary membership must be submitted by at least two (2) other active members of OSHP, and must be approved by unanimous vote of the Board of Directors.

### **5.3 - NEW MEMBER QUALIFICATION**

New members shall be reviewed by the Board of Directors to ensure they meet the requirements of membership as outlined in the OSHP bylaws, Chapter I, Article I.

### **5.4 - DUE NOTICE**

In all instances where advance notice to the membership is required to conduct the official business of the OSHP, such notice shall be deemed given as printed in the OSHP newsletter, mailed, and/or e-mailed to all members in good standing on file at the time of distribution.

### **5.5 - ANTITRUST COMPLIANCE**

The OSHP Antitrust Compliance Statement shall be used as a guide in conjunction with the ethics guidelines of a member's own company.

### **5.6 - MAILING LIST/CONTACT DISTRIBUTION**

OSHP will not share the contact information of its members to third-parties. Should the Board of Directors decide to establish a printed or on-line membership directory with contact information, all members in good standing on file at the time of distribution will be provided an opportunity to be excluded from such listings.

## **5.7 – COLLECTION OF MEMBER DEMOGRAPHICS & SPECIAL INTEREST GROUPS**

OSHP may collect demographic information from members on a voluntary basis for the purpose of identifying interests and needs of the membership. Communication forums may be established based on interest categories or special interest groups, but members can unsubscribe from the special interest groups at any point. The information may also be used to establish an OSHP-speakers bureau.

## **5.8 - PERIOD OF MEMBERSHIP**

### **5.8.1. ACTIVE AND ASSOCIATE MEMBERS**

Membership shall be for a period of twelve (12) months from the payment of dues. Membership in OSHP and the obligation for dues shall continue unless the member's written resignation is received by the Society prior to the end of the current membership year or until the member's dues are delinquent more than sixty (60) days. Any member in arrears for 60 days shall cease to be a member of OSHP, provided that at least thirty (30) days before the member's name is removed from the rolls a written notice of delinquency has been sent to the member's last known address.

### **5.8.2. HONORARY MEMBERS**

Honorary Members may be elected from those individuals who have made outstanding contributions to health-system pharmacy practice. Honorary Members shall not pay dues but may vote or hold office if otherwise eligible for active membership. Honorary members shall be elected for life, unless otherwise requested by the Honorary Member.

## **POLICY 6.0- COUNCIL OPERATIONS**

### **6.1 – STANDING COUNCILS**

#### **6.1.1 - PROFESSIONAL RELATIONS COUNCIL(PRC)**

The Professional Relations Council shall be responsible for professional matters including the development and improvement of the professional practice of pharmacy in organized health care settings, the development of standards, guides and related materials, development and dissemination of materials promoting the profession of pharmacy to the public, cooperation with allied organizations and

agencies, and the review and interpretation of proposed legislation and changes in laws, rules and regulations that affect public health, pharmacy and in health-system pharmacy practice.

Subcommittees of PRC include:

- Professional Relations and Newsletter
- Legal and Regulatory Affairs Committee

#### **6.1.2 - EDUCATIONAL AFFAIRS COUNCIL (EAC)**

The Educational Affairs Council shall be responsible for guidance and assistance in developing OSHP's educational and training activities, development of standards and training guides, and encouragement of research in health-system pharmacy practice.

Subcommittees of EAC include:

- Annual Seminar Committee

#### **6.1.3 - MEMBERSHIP COUNCIL (MC)**

The Membership Council shall be responsible for encouragement of Society membership, development of Society services, establishment of Area Chapters, strengthening of relationships with Area Chapters, encouragement of industry partnerships, evaluation of state Society activities, interpretation and application of state Society principles and ethics.

Subcommittees of MC include:

- Constitution, Bylaw and Policy Review Taskforce
- Industrial Relations Committee

### **6.2 - COMPOSITION OF COUNCILS**

#### **6.2.1- CHAIRPERSON**

The Chairperson of each Council shall be a member of the Board of Directors, appointed annually by the President with the approval of the Board of Directors. The Chairperson will coordinate activities of the Council and report activities and recommendations to the Board of Directors.

#### **6.2.2 - MEMBERS**

The Council Chairperson shall appoint as many members as may be deemed necessary to carry forward the work of each Council. Demographics of the council shall be at the discretion of the Chairperson.

#### **6.2.3 - VACANCIES**

The Council Chairperson shall be authorized to fill vacancies on a Council. In the event of a vacancy for a Council Chairperson position, the President will appoint and the Board of Directors will approve a new Chairperson to complete the term.

### **6.3 – BOD APPROVAL OF COUNCIL ACTIVITY**

Any matter presented for consideration directly to the Board of Directors may, prior to action by the Board of Directors, be referred for consideration and recommendation to the Council within whose area of responsibility the matter falls.

In the event the Board of Directors does not act favorably upon a recommendation received from a Council, the matter shall be returned with explanation to the Council for further consideration.

At the time a project is proposed, the Chairperson of the Council or individuals originating the proposal shall state the objectives, estimate the cost and manpower requirements, state the means of liquidating the costs, and describe the overall effect on the profession and society. Final approval of such proposals shall be subject to their practicality, budgetary constraints, and priority needs of OSHP.

## **POLICY 7.0 – ASHP HOUSE OF DELGATES**

### **7.1 – COMPOSITION OF DELEGATE PARTY**

Delegates to the ASHP House of Delegates shall be elected only by and from the active Oregon ASHP members as identified by ASHP. The OSHP President-Elect must be a member of ASHP and shall be included as a nominee on the ballot for a two (2)-year term as one (1) of the ASHP delegates. Delegate terms are for the period of Jan 1 – Dec 31. Additional delegates allotted to Oregon (as defined by ASHP) will be elected to three (3)-year terms. An

alternate delegate will also be elected to a three (3)-year term, and shall serve as delegate to ASHP if an elected delegate is unable to serve. If all delegates are unable to attend, the Board of Directors shall appoint an alternate to fulfill the obligation and notify ASHP.

### **7.2 – ELECTION OF DELEGATES**

The ballots, received within twenty (20) days of the date listed on the ballot, shall be counted by the Committee on Nominations. In instances where two (2) or more members have been nominated for the same position, election shall be by plurality of vote. In the event of a tie, a second vote of that position will occur.

## **POLICY 8.0 - SECTIONS**

## **8.1 - PURPOSE**

Sections are created to enhance membership networking opportunities specific to practice areas within pharmacy. In addition to networking, these Sections may also serve as resources for practice advancement, educational programming, expert identification, and leadership development within the organization.

## **8.2 – SECTION CREATION AND MAINTENANCE**

Five Sections will be recognized and maintained by OSHP:

- a) Pharmacy Management
- b) Informatics, Technology and Research
- c) Inpatient Practitioners and Clinical Specialists
- d) Ambulatory Care
- e) New Practitioner (1<sup>st</sup> 5 years after initial licensure)

New Sections can be added or defunct Sections can be removed through recommendation by Membership Council (MC) and majority vote by the Board. Sections will be considered defunct if they fail to meet minimum activity standards (2 activities per year) or active membership standards (5 active members).

### **8.2.1 – SPECIALTY INTEREST GROUPS (SIGS)**

Each Section may create, as determined by the Section Membership, Specialty Interest Groups. Leadership and activity of the SIG is to be defined by the Section membership to meet the needs of that section. All activity of a designated SIG is viewed as activity of the parent Section. Specialty Interest Groups that may cross-over Section practice areas shall reside under one Section, determined by MC.

### **8.2.2 - MEMBERSHIP**

Section membership is open to all members of OSHP. Members will have an option of choosing a primary Section, but may identify interest with multiple Sections and/or SIGs during the regular membership renewal process. Members will have voting rights for Section leadership in their primary Section. Active membership within a Section is defined as having attended one event hosted by the Section or contribution to on-line message board of that Section within the past year.

### **8.2.3 – SECTION LEADERSHIP**

Each Section will be lead by a Leader and Co-Leader. Leadership terms for the Sections will be one year duration. Membership of the Section will select their own leadership; in a new Section, the first year's leadership will be selected by appointment through MC with approval by the Board of Directors.

## **8.3 – SECTION ACTIVITY**

The activity of each section will be decided on by the membership of that Section. Section activity may include, but is not limited to, collaboration on meeting presentations, coordination of networking events and maintenance of online discussion forums. In order to be considered an active section, a minimum of two activities per reporting year must be maintained.

### **8.3.1 - SECTION RESPONSIBILITY TO OSHP**

- a) The Section will communicate their leadership structure to the OSHP MC.
- b) The Section will communicate all events they hold for posting on the OSHP online calendar.
- c) If the Section chooses to host an online discussion board, the Section is responsible for ongoing maintenance of this activity.
- d) Sections will submit a yearly report to MC in March to include: activities, number of attendees, and list of active Section members.
- e) Activities of Section will reflect values and interests of OSHP.

### **8.3.2 - OSHP RESPONSIBILITY TO SECTIONS**

- a) OSHP will provide Sections with a list of members who identify as being interested in that Section as well as membership who have identified that they are interested in leadership opportunities for that Section.
- b) OSHP may provide funding for Section activities as part of the standard budgeting process.
- c) OSHP will provide an on-line forum for communication (e.g. message boards or list-serves)
- d) OSHP will provide Sections an opportunity to provide input into educational programming for Fall and Annual Seminar
- e) OSHP will offer Section membership opportunities, as practice experts, to represent views of their respective practice communities within OSHP and outside audiences as needed.
- f) OSHP will recognize the membership of Sections at Annual and Fall Seminar.

## **POLICY 9.0 - INFORMATION RESOURCES**

### **9.1 - NEWSLETTER**

#### **9.1.1 - OFFICIAL PUBLICATION**

The OSHP Newsletter will be considered the official publication of OSHP. The OSHP newsletter shall be distributed at a minimum of 10 times throughout the year, approximately monthly. This will be distributed to all members in good standing at the time of distribution.

#### **9.1.2 - EDITOR**

The Editor of the OSHP official publication shall be appointed by the President and approved by the Board of Directors.

## **9.2 - ADVERTISING**

Advertising shall be allowed in the OSHP newsletter and on the OSHP website at rates approved by the Board of Directors.

## **9.3 – WEB LINKS**

Links on the OSHP website will be limited to those that provide an informational resource as determined by the Professional Relations Council. Web links shall not include educational offerings not sanctioned by the OSHP Board.

## **9.4 – WEB CALENDAR POSTINGS**

OSHP produced events, including those of OSHP Chapters, will be posted to the website and distributed to OSHP membership as dates are finalized and necessary information is available.

Non-OSHP produced events (i.e. educational offerings) presented by OSHP members or other non-profit, health-care related organizations may be posted on the OSHP website's event calendar upon request, when providing notice in an appropriate format, such as a PDF file. Promotion of these non-sanctioned events will be limited to posting on the website calendar and will not be distributed by OSHP in any other manner, such as e-mail or mailing, unless specifically directed by a vote of the Board of Directors.

Non-OSHP produced events will not be listed, endorsed or promoted if the event is scheduled within thirty (30) days of a competing OSHP event.

## **9.5 – ELECTRONIC AND SOCIAL MEDIA POLICY**

The Professional Relations Council newsbriefs editor will be responsible for adding new newsbriefs editions to the website monthly. Each council or committee that has website content will be responsible for appointing a representative to perform the following on a quarterly basis: review council/committee-specific website content, ensure website contacts are current, ensure website links are functioning, designation of outdated content for removal. All content changes will be submitted to the Professional Relations Council for review and compilation. Upon approval content changes will be submitted to Update Management for completion. The Professional Relations Council will, on a biannual basis, review major content sections and make recommendations to the Board of Directors regarding the necessity of new or existing sections.

## **9.6 – ELECTRONIC AND SOCIAL MEDIA POLICY**

OSHP permits committees to use, blogs, websites, and other forms of social media to promote our mission, objectives and goals.

Websites, blogs, Facebook pages, Twitter accounts, and any other similar means of communication to be developed in the future, collectively to be called Electronic and Social

Media (E&SM), bearing the name of, or implying the expressed association with, OSHP will need the approval of the OSHP Board of Directors.

Each E&SM account shall involve a point person, such as a blog master or social media editor, who shall be a member of OSHP and appointed by the OSHP Board President.

Posted content on all E&SM is subject to retrospective review by the board of directors and correction or removal of content will be at the discretion of the President or their designee. Sponsoring committees will have the responsibility of monitoring their own E&SM accounts through their assigned social media editor/blog master.

Any expenditure for electronic media, blogs, and the like needs to be covered by the current committee or board budget or otherwise approved by the OSHP Board of Directors.

The social media editor/blog master assigned to coordinate the website, blog, or social media account (1) may post materials relevant to the purpose of the Internet medium consistent with OSHP policy; (2) shall monitor the activity of the blog, website, or social media; and (3) will seek guidance from the appropriate committee and chair(s) assigned to that committee for any activity that might reasonably risk harm to the public, or impair the mission, objectives, and goals of OSHP.

## **POLICY 10.0 – SEMINARS/EVENTS**

### **10.1 – SEMINARS**

#### **10.1.1 - EXHIBITORS AT OSHP SPONSORED SEMINARS**

Fees for an exhibit space and sponsorship at OSHP sponsored event will be determined annually.

The OSHP Student Chapters from Oregon schools of pharmacy will receive a complimentary exhibit table at events, if space allows.

Exceptions to the standard fees for exhibit space at OSHP events may be made with approval of the Board of Directors for the following groups:

- Health Systems for recruiting residency candidates:
- Not for Profit Organizations:

OSHP will not share information about exhibitors, meeting attendees with other organizations.

#### **10.1.2 - SPEAKER HONORARIA AND EXPENSE REIMBURSEMENT**



Speaker honoraria for the Annual and Fall Seminars are outlined in the Professional Participation Reimbursement Table (Table One).

Exceptions that exceed these amounts require approval from the Board of Directors.

Reimbursement requests must be submitted with original receipts within 30 days of the OSHP event or 15 days within the end of the fiscal year to be paid.

**Table 1: Professional Participation Reimbursement**

<b>Presentations for OSHP Educational Events (Fall Seminar &amp; Annual Seminar)</b>	
<b>Presenter</b>	<b>Chairperson may offer one option:</b>
<b>Pharmacist:</b> Oregon/SW Wash	A: 1-2 nights* at conference hotel + full meeting registration B: \$0-\$300 honoraria + 1 yr OSHP membership C: Full meeting registration + 1 yr OSHP membership (new/renewal)
<b>Pharmacist:</b> Not Local	Flight, mileage & parking + 1-2 nights* at conference hotel + full meeting registration + honorarium (\$0-500). <i>Note: No meal per diem/reimbursement</i>
<b>CPhT, Industry Representative</b>	A: 1 night at conference hotel + full meeting registration B: \$150 honorarium + full meeting registration
<b>Non pharmacist:</b> (MD, DO, RN, etc.)	Flight or mileage & parking + 1-2 nights* at conference hotel (if not local) + full meeting registration + honorarium (\$300-\$500, up to \$1000 for MD), meal per diem (\$10 breakfast/\$20 lunch/\$30 dinner)
<b>Panel, Roundtable or Clinical Pearl Presenters</b>	A: 1 year OSHP membership (new/renewal) B: \$150 meeting registration credit C: One night at conference hotel

\* see notes section below item #7

**Notes: Table 1**

1. Presenters may elect to donate all or part of their honoraria to support student attendance at the conference and be recognized as a Student Scholarship Sponsor
2. Airfare includes baggage fees (1 bag per each leg of flight)
3. MEALS per diem: includes only meals outside of those offered at conference
4. Depending on meeting location, reimbursement may include flight +/- rental car/parking
5. Mileage reimbursement for the use of a personal vehicle shall not exceed coach airfare
6. Car rental shall not exceed # of days presenting at conference + 1 day.
7. Lodging refers to a standard room at the meeting location. The number of nights that a speaker's lodging will be covered = number of days the presenter is presenting (e.g. presenting one day at Fall Conference = 1 night covered.) OSHP will make room reservations as appropriate. Those made by the speaker without prior approval by the Executive Committee/Administrator are not guaranteed for reimbursement.
8. Upgraded room types and extension of the number of nights are at the speaker's expense unless approved in advance by the Board of Directors Executive Committee.

9. Airfare should be booked at non-refundable, coach rates and with sufficient advance booking to receive the lowest possible fare. Deviations from this fare type must be approved by the Board of Directors Executive Committee. Speakers are responsible for making their own travel arrangements.
10. Ground travel (personal vehicle) will be reimbursed at the IRS dictated amount at the time of travel.
11. Speaker honoraria options will be presented by the OSHP Annual/Fall Seminar chairperson, or designee with Board approval, of the committee inviting the person to speak.

## **10.2 – SOCIAL EVENTS**

OSHP chapters and committees must receive approval from the Board of Directors before promoting social events (event with no continuing education) as OSHP-sanctioned events. The Board of Directors will evaluate the merit of the event based on its compliance with the mission statement. OSHP funds will not be used to support Board-approved social events

## **POLICY 11.0 – TRAVEL EXPENSES**

### **11.1 – ASHP MEETING TRAVEL BY BOD**

OSHP representatives are eligible to be reimbursed for travel to ASHP functions when appropriate. (See Table Two) The following OSHP representatives are eligible to be reimbursed expenses relating to their attendance at the specific ASHP functions:

#### **11.1.1. ASHP PRESIDENT’S RETREAT**

Eligible to Attend: President, President Elect, Immediate Past President-only if president or president-elect unable to attend.

Reimbursable Expenses for the President and President-elect: Travel, Lodging, Per Diem for food not provided as part of registration fee.

If either the President or President-elect are unable to attend, the Immediate Past President may receive travel funding as described above. In all other instances, the Immediate Past President may self- fund travel for this meeting if he/she chooses to attend.

#### **11.1.2. ASHP ANNUAL MEETING: HOUSE OF DELEGATES**

Eligible to Attend: Up to 3 Elected Delegates (Alternate can attend as a replacement, if necessary) who are OSHP members in good standing.

#### **11.1.3. ASHP REGIONAL DELEGATE CONFERENCE**

Eligible to Attend: Up to 3 Elected Delegates (Alternate can attend as a replacement, if necessary) who are OSHP members in good standing.

**Table 2: Travel Reimbursement for BOD**

<b>OSHP Board Members</b>						
	Travel	Lodging	Mtg Registration	Meals (per diem)	Misc	Not reimbursed
<b>ASHP Presidents Retreat</b> ( <i>Maximum reimbursement \$1500 to be divided between all attendees</i> )						
Current President	Airfare	Yes	N/A	\$10 B	N/A	CE fees
President Elect				\$20 L		
Immediate Past President	<i>Not eligible unless president or president-elect are unable to attend. If so, eligible for the same reimbursements.</i>					
<b>ASHP House of Delegates (@ Annual Meeting):</b> ( <i>Maximum reimbursement \$1000 per delegate</i> )						
Up to 3 elected delegates may attend	Airfare	Yes	Yes	\$10 B \$20 L \$30 D	N/A	CE fees
<b>ASHP Regional Delegates Conference</b> ( <i>Maximum reimbursement \$300 per delegate. Note: ASHP provides the financial support for this meeting, which is payable to OSHP</i> )						
Up to 3 elected delegates may attend	No	No	N\A	\$10 B \$20 L \$30 D	N/A	CE fees
<b>ASHP Midyear Clinical Meeting</b>						
Current President	No	No	No	No	No	No
OSU & Pacific SOP Clinical Skills Teams	<i>Travel/lodging expenses up to a maximum amount per person (as defined in the OSHP Annual budget). Two students from each SOP are eligible for these funds.</i>					

**Notes: Table 2**

1. Additional fees (i.e. CE) are not reimbursable.
2. Airfare should be booked at non-refundable, coach rates and with sufficient advance booking to receive the lowest possible fare. Deviations from this fare type must be approved by the Board of Directors Executive Committee.
3. Airfare includes baggage fees (1 bag per each leg of flight)
4. Individuals are responsible for making their own travel arrangements.
5. Ground travel (personal vehicle) will be reimbursed at the IRS dictated amount at the time of travel.
6. Reimbursement requests must be submitted with original receipts within 30 days of the OSHP event or 15 days within the end of the fiscal year to be paid.

## **11.2 – CLINICAL SKILLS COMPETITION: STUDENTS**

OSHP will reimburse the winning team from the Student Chapter at each school of pharmacy in Oregon for a portion of their travel expenses to attend the Clinical Skills Competition at ASHP's Mid-Year Meeting. The reimbursable amount will be dictated by the amount budgeted for that fiscal year as decided by the Finance Committee. Students must submit receipts of expenses for reimbursement within 30 days of the event, or 15 days within the end of the fiscal year.

## **POLICY 12.0 – AWARDS**

### **12.1 – AWARD CRITERIA**

Awards are delivered in the Spring (Annual Seminar) for recognition of activities and service within the calendar year of January 1 to December 31, unless otherwise indicated.

#### **12.1.1 - PHARMACIST OF THE YEAR**

OSHP may award the Pharmacist of the Year Award at the Annual Seminar.

Criteria: A dedicated leader within OSHP who serves both the profession of pharmacy and our patients. This individual has a demonstrated record of service to the profession and specifically health care systems; has contributed to the education of pharmacists, students, residents and/or technicians; participates in community service activities; is active in professional and other organizations as evidenced by membership, leadership, awards and honors.

Eligibility: An OSHP member practicing and residing in Oregon or SW Washington who is not a member of the OSHP Executive Committee or a paid employee of OSHP. The nominee must not be a past recipient of this award.

#### **12.1.2 - PHARMACIST PRACTITIONER OF THE YEAR**

OSHP may award the Pharmacist Practitioner of the Year Award at the Annual Seminar.

Criteria: A pharmacist demonstrating excellence in the provision of pharmaceutical care or advancement of practice. This individual has demonstrated service to the profession, specifically in health care systems, has developed or promoted innovative practice models or services or has contributed to the education of pharmacists, students, residents and/or technicians.

Eligibility: An OSHP member practicing and residing in Oregon or SW Washington who is not a member of the OSHP Executive Committee or a paid employee of OSHP. The nominee must not be a past recipient of this award.

### **12.1.3 - TECHNICIAN OF THE YEAR**

OSHP may award the Technician of the Year Award at the Annual Seminar.

Criteria: A technician recognized for their commitment and service to pharmacy practice specifically in health care systems. This individual has demonstrated excellence in the advancement of the role of pharmacy technicians, leadership in their practice site and or professional organizations, or has contributed to the education of pharmacy technicians, pharmacy students or residents.

Eligibility: An OSHP member practicing and residing in Oregon or SW Washington who is not a member of the OSHP Executive Committee or a paid employee of OSHP. The nominee must not be a past recipient of this award.

### **12.1.4 - NEW PRACTITIONER OF THE YEAR**

OSHP may award the New Practitioner of the Year Award at the Annual Seminar.

Criteria: The award is granted to recognize and honor a pharmacist in his or her first ten (10) years of practice who has made significant contributions to professional pharmacy organizations and has demonstrated dedication to the contemporary practice of pharmacy in health care systems through sharing innovations and model practices with others through publication, formal presentations, by mentoring or serving as a preceptor for residents and students, or meeting other criteria sanctioned by the OSHP Board of Directors.

Eligibility: Any licensed pharmacist practicing and residing in Oregon or SW Washington who has received an entry level pharmacy degree less than ten (10) years ago and who is not a paid employee of OSHP. The nominee must not be a past recipient of this award.

### **12.1.5 - STUDENT PHARMACIST OF THE YEAR**

OSHP may award the Student Pharmacist of the Year Award at the Annual Seminar.

Criteria: The award recognizes a student member who has made consistent, sustained and outstanding contributions toward pharmacy student participation on both a local and state level. Recipients demonstrate leadership abilities, advocacy for health system pharmacy, and devotion toward community service.

Eligibility: A student pharmacist in the second through fourth professional years attending a College/School of Pharmacy in Oregon who is a member of their respective SSHP affiliate chapter. The nominee must not be a past recipient of this award.

### **12.1.6 - EXCELLENCE IN EDUCATION AWARD**

OSHP may award the Excellence in Education Award at the Annual Seminar.

Criteria: The award is granted to recognize and honor an individual who has made sustained contributions to the advancement of pharmacy education in Oregon through development of programming, classroom teaching, continuing education, or by mentoring or serving as a preceptor.

Eligibility: Any individual practicing and residing in Oregon or SW Washington who is not an elected officer or a paid employee of OSHP. Achievements need not to be contained solely in the current calendar year. The nominee can be a past recipient of this award.

#### **12.1.7 - DISTINGUISHED SERVICE AWARD**

OSHP may award the Distinguished Service Award at the Annual Seminar.

Criteria: The award is granted to recognize and honor a qualified individual who has made outstanding, sustained contributions to professional pharmacy organizations or through the delivery of pharmacy services to the community during the past calendar year.

Eligibility: Any licensed pharmacist, technician, or other individual (e.g., pharmacy school faculty, legislator, or public official) working and residing in Oregon or SW Washington who is not an elected OSHP officer or a paid employee of OSHP. The nominee can be a past recipient of this award.

#### **12.1.8 - BOARD OF DIRECTORS AWARD**

OSHP may award the Board of Directors Award at the Annual Seminar.

Criteria: The Board of Directors collectively recognizes and honors an individual who has made exceptional and persistent contributions to the advancement of OSHP's mission and the development of relations between ASHP or other state affiliates during the past calendar year.

Eligibility: Any licensed pharmacist, technician, or other individual (e.g., pharmacy school faculty, legislator, or public official) working and residing in Oregon or SW Washington who does not currently hold office as President-Elect, President, or Immediate Past President, and is not a paid employee of OSHP. The nominee must not be a past recipient of this award.

#### **12.1.9 - PRESIDENTIAL RECOGNITION AWARD**

The President may personally select up to 3 individuals to be recognized at the Annual Seminar.

Criteria: Individuals in health system pharmacy recognized for their achievements or service to the profession and the society during the past calendar year.

Eligibility: Any licensed pharmacist, technician, or other individual (e.g., pharmacy school faculty, legislator, or public official) working and residing in Oregon or SW Washington who is not a paid employee of OSHP.

#### **12.1.10 - PRESIDENTS AWARD**

OSHP presents the President's Award at the Annual Seminar to the incoming President. The award recognizes service to OSHP during the past year as President-Elect and acknowledges the commitment that this individual will make in leading the society during the upcoming year.

#### **12.1.11 - OUTGOING PRESIDENTS AWARD**

OSHP presents the Outgoing Presidents Award at the Annual Seminar to the outgoing President. The award recognizes service to OSHP during the past year as President and acknowledges the 3-year investment that this individual will have made to the Office of the Presidents, as he or she transitions to Immediate Past President.

### **12.2 – AWARD SELECTION PROCEDURE**

#### **12.2.1 – PHARMACIST OF THE YEAR and PHARMACY PRACTITIONER OF THE YEAR**

- The award nomination and selection process will be the responsibility of the most recent prior award recipient who will serve as chair of the award committee.
- Nomination shall be by open solicitation of the membership of OSHP. Any member in any membership category may nominate another full member for an award.
- Individual nomination forms for each award shall be available year round and shall be accessible on the OSHP web site. The names of former awards recipients shall be maintained on the website in recognition of this achievement as well as to assist in the nominations process. The deadline for nominations will be ten weeks prior to the Annual Seminar.
- Election shall be by a committee composed of prior recipients of the award. All former recipients who are active members will be contacted to participate. A quorum will be considered 50% of former recipients who are active members. In the event that a quorum is not reached a vote will be taken by the participating members.
- The results of the vote will be presented by the award committee chair to the Executive Committee for approval of the selection process and result.

- Awards shall be presented each year at the Annual Seminar by the awards committee chair. The chair will be responsible for collecting the award recipient information that will be used in making the award and presentation.

#### **12.2.1 – TECHNICIAN OF THE YEAR**

- The award nomination and selection process will be the responsibility of the most recent prior award recipient who will serve as chair of the award committee.
- Nomination shall be by open solicitation of the membership of OSHP. Any member in any membership category may nominate another for this award.
- Individual nomination forms for each award shall be available year round and shall be accessible on the OSHP web site. The names of former awards recipients shall be maintained on the website in recognition of this achievement as well as to assist in the nominations process. The deadline for nominations will be ten weeks prior to the Fall Seminar.
- Election shall be by a committee composed of prior recipients of the award. All former recipients who are active members will be contacted to participate. A quorum will be considered 50% of former recipients who are active members. In the event that a quorum is not reached a vote will be taken by the participating members.
- The results of the vote will be presented by the award committee chair to the Executive Committee for approval of the selection process and result.

#### **12.2.3 – OTHER AWARDS**

- The award nomination and selection process will be the responsibility of the Junior and Senior Board Members at Large.
- Nomination shall be by open solicitation of the membership of OSHP using a nominations form, except as noted below. Any member in any membership category may nominate an eligible individual for an award.
  - The Board alone is solicited for nominations for these awards:
    - Board of Directors Award
  - The President alone determines recipients of these awards:
    - Presidential Recognition Award(s)
  - These awards are de facto to having served in office:
    - President's Award
    - Outgoing Presidents Award
- The deadline for nominations will be ten weeks prior to the Annual Seminar.
- Election shall be by a committee composed of the OSHP Board of Directors.
  - Each member of the Board shall vote for one nominee per award. The nominee receiving most votes will be honored.



- In the event a nominee is a member of the Board, this approval process will be referred to a Council whose leadership is not an award candidate.

The President shall present awards each year at the Annual Seminar. As necessary, the Junior and Senior Board Members at Large will be responsible for collecting the award recipient information which will be used in making the award and presentation.

## **12.3 - FOSHP PROGRAM**

### **12.3.1 - PURPOSE**

The Fellowship of the Oregon Society of Health-System Pharmacists (FOSHP) Recognition Program serves the following purposes:

1. To foster and reward excellence in hospital and health-system pharmacy.
2. To grant recognition and promote public awareness of pharmacists who have distinguished themselves within OSHP.

### **12.3.2 - AUTHORITY**

The FOSHP Recognition Program shall be conducted under the general authority of the Society's Board of Directors. The Board shall approve all regulations pertaining to the operation of the Recognition Program. OSHP may award Fellow status to qualified individuals on an annual basis at the Fall Seminar.

### **12.3.3 - GOVERNANCE**

FOSHP Recognition Committee: *Function and Responsibilities*

The Program shall be administered by the FOSHP Recognition Committee, which shall have the following specific responsibilities, with respect to the FOSHP Program:

- To review and approve recognition eligibility criteria and, in general, to provide quality assurance for the Program;
- To recommend for approval applications for recognition of individuals to the Board of Directors;
- To recommend to the Board of Directors any future changes in this Policy.

### **12.3.4 - CRITERIA FOR RECOGNITION**

#### **9.3.4.1 - Minimum Eligibility Requirements for Application**

1. Current member in OSHP and sustained membership in OSHP for at least seven (7) years (does not have to be consecutive years); and

2. A record of active participation and service to OSHP activities at the state or regional level, or nationally, through ASHP, for at least five (5) years (does not have to be consecutive years); and
3. Demonstration of sustained professional/practice commitment or contributions to excellence in health-system pharmacy for at least ten (10) years following pharmacy licensure. For the purposes of this Program, ten years starts from the time of licensure and includes the residency period; and
4. Not a current elected officer or employee of OSHP, or a member of the FOSHP Recognition Committee.

### *Interpretation*

The term “candidate”, for purposes of this Program, includes pharmacy professionals (pharmacists) who are members of OSHP as defined in the governing documents.

The candidate must support the profession as evidenced by a record of consistent and active involvement and leadership in OSHP. In addition, involvement in other voluntary professional organizations may be considered. Some examples of activities in which a candidate may have participated are as follows:

- a. Served as an elected official or for the Board of Directors of OSHP; or
- b. Served as a member of a commission, committee, council, task force, or ad hoc group established by a national, state, regional or local pharmacy association (e.g. ASHP delegate); or
- c. Served as a reviewer, editorial board member, or editor for a national, professional peer-reviewed journal; or
- d. Served as member of a pharmacy association policy recommending body; or
- e. Any additional leadership activities with other professional organizations that have a broad impact on health-system pharmacy.

It is expected that the level of demonstrated contribution to the profession reflect the candidate’s long-standing commitment to excellence in health-system pharmacy. The candidate must provide sufficient documentation that a level of excellence has been achieved through sustained contributions to the advancement of health-system practice. The following may be submitted as evidence that the candidate has a record of contributions to excellence in health-system pharmacy:

- a. Development or implementation of academic, institutional, or pharmacoeconomic services or programs; or
- b. System committee service that resulted in an improved level of practice; or
- c. Fulfillment of formalized leadership roles in health-system organizations; or

- d. Development of new or improved practice or patient education methods and models

Since it is recognized that these factors are not the exclusive basis upon which to determine “excellence in health-system pharmacy”, other evidence that addresses this criterion will be considered.

#### **12.3.4.2 - Additional Eligibility Requirements for Application**

Other criteria will be considered in determining eligibility for Fellowship. These are not mutually exclusive of the above minimum criteria. Candidates are accepted for Fellowship based upon demonstration of meeting the minimum eligibility requirements and a combination of the following additional criteria:

1. Contribution to the total body of knowledge in hospital and health-system pharmacy through educating practitioners, students, administrators, and/or the public.

##### *Interpretation*

The following may be submitted as evidence that the candidate has a record of contributing to the total body of knowledge in pharmacy practice.

- a. Publication of scientific or professional papers on relevant topics of pharmacy in peer-reviewed journals (coauthor is acceptable); or
- b. Publication of a textbook or several chapters in a textbook(s) on some relevant aspect of pharmacy; or
- c. Educational program or poster presentation at OSHP’s State or Chapter meetings, or other state and national professional meetings; or
- d. Publication in the OSHP Newsletter (excludes articles related to requirements of office, or organizational news); or
- e. Demonstration of active involvement in APPE and IPPE training or PGY1/PGY2 resident training; or
- f. Preceptorship at student-run events; or
- g. Provision of education at schools of pharmacy or technician training.
- h. In-service presentations or an institution’s internal publications alone are NOT considered as meeting this criterion.

2. The candidate is highly regarded by students, peers, other health care professionals, and/or members of the public.

##### *Interpretation*

The following may be submitted as evidence of peer recognition.

- a. Awardee of special recognition and/or honors, particularly within OSHP; or
- b. Other contributions and service to the profession and public not otherwise categorized; or
- c. Consideration of contributing references of support for confirmation of Fellow status.

Of vital importance will be the Candidate's ability to communicate clearly in writing:

1. Active participation in OSHP and significant contributions to health-system pharmacy;
2. Why the Candidate believes that a level of practice excellence has been achieved; and
3. The quality of the Candidate's educational efforts.

In addition, each candidate must provide at least three colleagues (practitioners, administrators, or academicians) who may attest to the applicant's professionalism and contributions as a practitioner by addressing these two points. To this end, the candidate's writing, and colleagues' reference on his or her behalf, must not focus on one accomplishment only but, rather, must personally assess the extent to which the applicant's overall contributions have made a positive impact on pharmacy practice.

#### **12.3.5 – DESIGNATION OF FOSHP RECOGNITION STATUS**

A candidate achieving recognition shall be designated a "Fellow of the Oregon Society of Health-System Pharmacists" (FOSHP). Candidates achieving OSHP Fellow status shall be recognized at a ceremony, conducted on their behalf, during the OSHP Fall Seminar. Furthermore, pins recognizing FOSHP status shall be provided for Fellows at Society meetings.

#### **12.4- FOSHP PROGRAM PROCEDURES**

##### **12.4.1- SELECTION AND GOVERNANCE: FOSHP RECOGNITION COMMITTEE**

The Recognition Committee is comprised of Fellows of OSHP and non-Fellows. Committee members are annually appointed by the President Elect.

- a. During the 2014 inaugural year the committee will be comprised of the President Elect (serving as Chair) and 4 other OSHP members, each having at least 5 years of sustained membership. The Board of Directors will approve this committee.
- b. For subsequent years, the committee will be comprised of at least 5 OSHP members, ideally 3 Fellows and 2 non-Fellows. One non-Fellow shall be a new practitioner. A Fellow will chair the committee.
- c. The Recognition Committee shall provide annual evaluations of the program's policy and procedure to the Senior Board Member at Large, with any recommendations for improvement made to the ad hoc Policy Task Force.

##### **12.4.2- APPLICATION: ELIGIBILITY SUBMISSION, AND PROCESSING**

- a. Current elected officers or employees of OSHP or members of the FOSHP Recognition Committee are not eligible to apply during their term.
- b. Candidacy application materials may be downloaded from the OSHP website.
- c. Specific eligibility criteria, guidelines on interpretation for those criteria, and any additional pertinent information shall be included with the application.
- d. All requests for and completed/submitted applications will remain confidential. Materials submitted in support of a candidate's bid for recognition status shall not be received by anyone other than the members of the FOSHP Recognition Committee or others involved in the review process (e.g. OSHP management staff).
- e. It is permissible for an individual to request an application on behalf of a member of OSHP. Individuals choosing to submit an application on behalf of a colleague shall bear the responsibility for ensuring that all application materials are completed. In such instances, the candidate must still provide personal statements addressing criteria requirements of the application.
- f. The FOSHP Recognition Committee will only receive information requested in the application. Additional information such as samples of published work, etc. will not be considered.
- g. Completed applications, including all supporting materials that address the specific criteria outlined for recognition status, shall be returned to the OSHP management office no later than August 1. Only information contained in the application will be considered. The applicant has the burden of establishing that the criteria have been met. An application may be amended, expanded, or supplemented at any time until it is submitted to the FOSHP Recognition Committee; thereafter, no changes can be made.
- h. No application fee is associated with this application.
- i. Acknowledgement of receipt of the application shall be sent to the candidate.
- j. The OSHP management office submits completed files on all candidates to the Chair of the FOSHP Recognition Committee. The Chair submits completed files on all candidates to the FOSHP Recognition Committee.
- k. The Recognition Committee shall be presented all applications for evaluation by August 7.

### **12.4.3 - APPLICATION: CONTENT**

Candidates shall submit the following for Fellow status consideration:

- a. Application form
- b. Current *curriculum vitae*.
- c. A concise, but sufficiently detailed personal statement that addresses each of the following:
  1. The candidate's active participation in OSHP and significant contributions to health-system pharmacy; and,
  2. Why the candidate believes that a level of practice excellence has been achieved; and,
  3. The quality of the candidate's educational efforts.

4. A list of three references whom are available to be contact by the FOSHP Recognition Committee.

The committee will contact references via phone or email in the event that a candidate's application packet requires clarification, or attestation that the candidates meets FOSHP criteria. Letters are accepted in lieu of personal conversation, as needed.

References will be asked to address targeted questions. These include, but are not limited to:

- a. Assessment of Candidate's Contributions as a Practitioner
- b. What are the candidate's significant contributions to health system pharmacy?
- c. Why do you believe that the candidate has achieved a level of excellence in health system pharmacy practice?
- d. Assessment of Candidate's Contributions as an Educator
- e. What has been the quality of the candidate's involvement in, and commitment to, educating practitioners and others? ("Educating" in this case is interpreted broadly to reflect precepting students and residents, mentoring staff, training technicians, and conducting clerkships and/or internships).

#### **12.4.4- APPLICATION: EVALUATION, APPROVAL, AND NOTIFICATION**

- a. The FOSHP Recognition Committee renders its decision based only on the application materials and the criteria for recognition.
- b. Candidates must meet minimum criteria (see Policy 9.1.12, Section IV).
- c. Candidates will be awarded points based on demonstration of activities as outlined in the application in accordance with the FOSHP assessment rubric.
  1. Candidates must earn points under each criterion.
  2. The FOSHP assessment rubric shall be used to assist in the review and relative comparison of qualified candidates. A predetermined minimum point value to be earned is *not* commensurate with FOSHP status.
- d. The Recognition Committee will recommend for approval applications for recognition of individuals to the Board of Directors.
  1. The Recognition Committee shall forward its recommended candidates to the Board by August 30.
  2. The Board will review for approval the Committee's recommendations at its September meeting of the Board of Directors.
- e. No more than five (5) candidates shall receive Fellow status per year.
  1. This rule may be suspended by the Board of Directors on an annual basis as recommended by the Recognition Committee.
- f. Candidate notification
  1. The FOSHP Recognition Committee shall notify candidates of its decision following approval by the OSHP Board of Directors within one week of the September Board meeting.
  2. For candidates who do not receive conferral of FOSHP status, the Recognition Committee may provide comments to the candidate.

## **12.5 – REMUNERATION**

At the discretion of Board, OSHP may provide discounts to awardees to facilitate their attendance at the Annual Seminar awards banquet. No other monetary gift will be given to an award recipient.

### **Adopted:**

September 2007

### **Revised & Approved by OSHP BOD:**

March 2010

March 2013

Nov 2013

May 2014

Nov 7 2016

March 13 2017