Idaho Society of Health-System Pharmacists

Position Description: Professional Affairs Chair

PURPOSE:

The Professional Affairs Council Chairperson shall have been elected by the voting membership of ISHP to serve a 2-year term on the Board of Directors. This chair shall develop and implement programs concerning pharmaceutical care issues, standards of practice in pharmacy, and programs authorized by the Board of Directors. The council Chairperson will be a voting member of the Board of Directors and cannot serve more than 2 consecutive terms in this position.

QUALIFICATIONS:

a. Licensed pharmacist either practicing or residing in the State of Idaho
b. Active member of ISHP in good standing
c. Adheres to ISHP Council Chair General Responsibilities
d. Ability to understand and uphold the ISHP bylaws and policy and procedures
e. Ability to serve the full 2-year term of office
f. Ability to commit to the time required for the position
g. Is a good listener and communicator with interpersonal skills
h. Ability to effectively articulate ideas and work well with others

RESPONSIBILITIES:

1. Develops and oversee for the Idaho Society of Health-Systems Pharmacy Annual Fall meeting
   a. Poster Session
   b. Awards Ceremony
   c. Lottery Drawing
2. Promotes National Poison Prevention Week
   a. Coordinates with local and national authorities, elementary schools, and the College of Pharmacy students
   b. Responsible for ISHP newsletter article and announcements
3. Promotes National Pharmacy Week and National Awareness Month
   a. Coordinate with ASHP
   b. Responsible for ISHP newsletter article and announcements
4. Works with the Immediate Past President to form and lead the nomination committee
5. Oversees the election for representatives to the ASHP House of Delegates
6. Support Secretary-Treasurer to ensure ballots and electoral process is complete
7. Recruitment of membership
   a. ISHP recruiting of ASHP members
   b. Develop and update ISHP brochure and ISHP booth.
   c. Support webmaster in order to maintain a current and functional website
   d. Development and maintenance of member recruitment programs
8. Retention of membership
   a. Membership surveys as requested by the Board of Directors
   b. Development of retention programs
9. Development of leadership programs for Board members
10. Coordinates all photography for Idaho Society of Health-Systems Pharmacy functions
11. Continually reviews practice standards for the Profession of Pharmacy
    a. Joint Commission changes
    b. ISMP

TIME COMMITMENT:

The ISHP Professional Affairs Council Chair can expect to spend a minimum of 8 days attending ISHP related meetings and performing ISHP activities. The ISHP Professional Affairs Chair can expect to spend an average of 3 to 6 hours per month reading ISHP material, preparing for ISHP activities and communicating with other ISHP members via phone/mail/fax/email systems. The Council Chair can expect to spend additional time (3 to 4 days minimum) to promote National Pharmacy Week and National Poison Prevention Week. The chairperson is expected to attend at least 70% of the bi-monthly board meetings, the 2 educational conferences (Fall and Spring), and the Strategic Planning Meeting.
Professional Affairs Chair Timeline

October
- National Pharmacy Week (look at ASHP website)

November
- Board Meeting/Strategic Planning
- Newsletter article: poster abstracts and announcements of awards

December
- Board Meeting

January
- Board Meeting
- Legislature Day (coordinate with Executive Director)

February
- Newsletter announcement for officer nominations

March
- Board Meeting
- Poison Prevention Week (coordinate with Les Gieselman)

April
- Spring Meeting
- Board Meeting
- Spring Business Meeting

May
- Board Meeting
- Prepare award, nomination, and poster session/abstract forms
- Coordinate with Executive Director to obtain corporate sponsor for awards
- Newsletter article
- Northwest Pharmacy Convention

June
- Mail forms via newsletter or separate mailing
- Prepare report for summer retreat

July
- Board Meeting
- RPH and tech nominations closed, appoint committee to decide winners

August
- Prepare banquet/awards agenda (with Executive Director)
- Verify awards prepared and plaques made
- Get information on National Pharmacy Week – mention at Sun Valley
- Newsletter article: poster abstracts and announcements of awards

September
- Fall Meeting
- Board Meeting
- ISHP Annual Meeting, Sun Valley:
  - Poster Session – select judges
  - Awards Banquet – prepare awards
  - Prepare lottery drawing