



Idaho Society of Health-System Pharmacists

Position Description: Technician Representative

PURPOSE:

The Technician Representative Chairperson shall have been elected by the voting technician membership of ISHP to serve a 2-year term on the Board of Directors to develop educational opportunities for the members of ISHP. The Technician Representative Chairperson will be a voting member of the Board of Directors and cannot serve more than 2 consecutive terms in this position.

QUALIFICATIONS:

- a. A registered pharmacy technician in the State of Idaho
 - a. National certification is recommended
- b. Active member of ISHP in good standing
- c. Demonstrates sincere interest in organization work
- d. Passionate about ISHP's mission and purpose
- e. Demonstrates a high level of interest in the technician role in the practice of pharmacy
- f. Ability to serve the full 2-year term of office
 - a. Has the support of family and employer for participation
- g. Is a good listener and communicator with interpersonal skills
- h. Ability to effectively articulate ideas and work well with others

RESPONSIBILITIES:

1. Adheres to the constitution, bylaws, policies and procedures of ISHP
2. Represents the interests of the technician membership in ISHP
 - a. Promotes and oversees technician involvement in ISHP
3. Maintains an active Technician Committee consisting of at least:
 - a. Volunteers from the technician membership
 - b. Other interested board members
 - c. Volunteers from the general membership
4. Advancement of pharmacy technician practices
 - a. Development of new educational standards in expanded roles
 - b. Development of new training standards
5. Collaborates with the following ISHP committees:
 - a. Education Committee
 - i. Particularly in picking technician track CE topics for meetings
 - b. Legal & Public Affair Committee

6. Promotes pharmacy technician issues
7. Recruitment and retention of technician members

TIME COMMITMENT:

The Technician Representative Chairperson can expect to spend an average of 3-4 hours per month and a minimum of 8 days related to ISHP activities (committee meetings, board meetings, and additional communication/coordination time with committee and board members others, etc.). During peak times, as in times nearing ISHP educational activities, the chairperson can expect to spend an average of 2-4 hours per week leading up to the activity. The chairperson is expected to attend at 70% of Board of Director meetings, the 2 educational conferences (Fall and Spring), and the Strategic Planning Meeting.

Technician Representative Timeline

October

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November

- Strategic Planning/Board Member Training/Board Meeting
- Newsletter Submission

December

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January

- Board Meeting

February

- Newsletter Submission

March

- Board Meeting

April

- Spring Meeting

May

- Board Meeting
- Newsletter Submission
- Northwest Pharmacy Convention

June

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July

- Board Meeting

August

- Newsletter Submission

September

- Fall Meeting
- Board Meeting

*items listed within the timeline are subject to change based on scheduling needs and availability of resources