Call for Nominations
Informational Booklet

Board of Pharmacy Specialties
Board of Directors
2020-2022 Term

Note: Materials must be received by BPS no later than Wednesday, August 7, 2019.
GENERAL INFORMATION

Call for Nominations

The Board of Pharmacy Specialties (BPS) is seeking nominations for individuals to serve on its Board of Directors. The term of appointment for BPS Board members is based on the calendar year. Each appointment is for three years with the possibility of re-appointment to a second 3-year term. The specific term for this call is January 1, 2019 to December 31, 2021.

This booklet outlines the eligibility criteria, desired characteristics and qualifications, responsibilities and duties, time commitments for each position, submission requirements, and deadline for nominees.

Nomination Deadline

BPS must receive the following items NO LATER THAN Wednesday, August 7, 2019:

2. Candidate Statement of Interest (300 words or less) responding to the prompt: “Why are you interested in serving as a member of the BPS Board of Directors?”
3. Current resumé or curriculum vitae
4. Completed and signed Disclosure and Confidentiality Statement
5. Up to two letters of recommendation

Questions – Contact William M. Ellis, RPh, MS, BPS Executive Director, at wellis@aphanet.org.
SPECIFIC INFORMATION

Open Positions for the 2020-2022 Term

The Board of Pharmacy Specialties Constitution and Bylaws states the following:

The Board of Pharmacy Specialties shall be composed of twelve (12) voting members who shall be appointed by the Board of Pharmacy Specialties. The membership shall be composed of:

- Three (3) public members, at least one (1) of whom shall meet the current criteria established by the National Commission for Certifying Agencies (NCCA) for public members. Other public members may be non-pharmacist health professionals;
- Nine (9) pharmacist members, three (3) of whom are pharmacists who are not Board-certified, and six (6) of whom are pharmacists who are Board-certified in different, unique, recognized pharmacy specialties.

The Board-certified pharmacist members shall be in one of each of the six (6) specialties recognized by the Board of Pharmacy Specialties, and in the event that there are greater than six (6) specialties, a rotation will be established to ensure a balance of specialty program input. The Board of Pharmacy Specialties shall seek nominations from the appropriate community of interest for each of the pharmacist slots on the Board. The Board members represent the best interests of the Board of Pharmacy Specialties and not an individual organization.

The Executive Director of the Board of Pharmacy Specialties shall serve as a nonvoting member of the Board ex officio.

The Board of Pharmacy Specialties (BPS) is currently seeking nominees for three positions on BPS Board of Directors. The open Board of Directors seats for 2020 are listed below.

Non-Pharmacist Health Professional Member (One Opening for 2020)
This position on the BPS Board shall be filled by a non-pharmacist health professional.

- Current Board Member, Marie E. Michnich, DrPH, Senior Scholar at the National Academy of Medicine, is completing an unexpired term and is eligible for reappointment.

At-Large Pharmacist Member (One Opening for 2020)
This pharmacist position on the BPS Board shall be filled by a pharmacist who is not Board-certified.

- Current At-Large Member, William Evans, PharmD, faculty member at St. Jude Children’s Research Hospital is completing his second term and is not eligible for reappointment.

Board-Certified Pharmacist Member (One Opening for 2020)
Six pharmacist positions on the BPS Board of Directors shall be held by pharmacists currently certified in the different specialties recognized by BPS. The 2020 opening on the BPS Board of Directors are from one of the following Board-Certified Pharmacy Specialties: Board-Certified Cardiology Pharmacist (BCCP), Board-Certified Critical Care Pharmacist (BCCCP), Board-Certified...
Infectious Diseases Pharmacist (BCIDP), Board-Certified Nuclear Pharmacist (BCNP), Board-Certified Oncology Pharmacist (BCOP), or Board-Certified Pediatric Pharmacy Specialist (BCPPS).

- **Current Board Member, Andrea A. Iannucci, PharmD, BCOP, from the University of California, Davis Medical Center is completing her second term and is not eligible for reappointment.**

**GENERAL GUIDELINES FOR APPOINTMENT OF BPS BOARD MEMBERS**

BPS seeks competent and knowledgeable persons, qualified by experience and training, and appoints such persons in accordance with non-discriminatory practices. In addition, BPS will consider the following:

1. Nominees should be a professional, mature and experienced practitioner (10 years or greater) currently working in any health care or educational setting (research included).
2. Potential board members should be sensitive to the various publics that the BPS process serves (i.e., general public, pharmacists, health institutions and providers, pharmacy associations, and the profession in general).
3. All suggested pharmacists or health professionals should possess the capability of bringing both their particular expertise and broad perspectives of pharmacy to the specialty recognition and certification processes.
4. Any suggested public sector board member should possess the capability of bringing the broad perspectives of public interest to the specialty recognition and certification processes.
5. Potential board members should be supportive of specialty recognition and certification as a means of assuring and enhancing public health through the provision of high-quality pharmaceutical care.
6. Potential board members should subscribe to the mission, vision, and strategic goals of BPS.
7. Any suggested member should be supportive of the existing criteria for specialty recognition and BPS certification standards.
8. Any member should be supportive of the use of psychometrically sound and legally defensible certification processes by which candidates for specialty designation are certified, and the continued improvement of these processes.
9. Potential board members should be willing to devote, voluntarily, the time necessary to serve as a member of BPS Board of Directors. The time commitment involves at a minimum two face-to-face meetings annually (2-3 days each), monthly 1-hour conference calls and additional committee service as may be required from time to time. Conference calls and/or written and e-mail correspondence are the principal means of communication between formal meetings.

Information on BPS, its processes, and activities may be found on the BPS web site at [www.bpsweb.org](http://www.bpsweb.org). Specific questions may be directed to William M. Ellis, RPh, MS, Executive Director, at wellis@aphanet.org.

**Responsibilities/Duties**

The Board of Pharmacy Specialties shall have sole responsibility and authority for managing the entire specialty certification process including, but not limited to:
- Recognition of new specialties and maintaining established specialties;
- Approval of content outlines/examination specifications in accordance with psychometrically sound practices;
- Approval of candidate eligibility criteria;
- Oversight of examination passing score decisions reached by BPS Specialty Councils in accordance with commonly accepted psychometric standards and accreditation criteria for personnel certification programs;
- Approval of recertification processes;
- Oversight of the work of the Specialty Councils, and direction of staff and consultants;
- Initial approval and updating of all policies and procedures for the operation of the certification program;
- Achieving initial and ongoing compliance with personnel certification accreditation standards;
- Approval of all fees and charges for certification services;
- Appointment of Board and Specialty Council members;
- Development of annual budget and fiscal oversight

**Candidate Completion of Disclosure and Confidentiality Statement**

BPS recognizes and applauds the interest of individuals to serve their profession and its organizations in a leadership capacity. In accordance with BPS Policies and Procedures, members of the Board of Directors, Specialty Councils and individuals involved in BPS certification examination assembly activities must adhere to BPS Conflict of Interest Policies (Appendix A). Disclosure Statement forms (Appendix B) and Antitrust forms (Appendix C) are submitted to BPS for review to ensure that all potential conflicts are identified and appropriately managed. The information submitted will be handled in a confidential manner through the BPS Legal Counsel and will follow BPS Policy and Procedures for Conflicts of Interest. Questions related to this policy should be directed to Steven Benson, Esq., BPS Legal Counsel at sbenson@wtplaw.com.

**ONCE YOU ARE APPOINTED AS A BPS BOARD MEMBER**

**Notification of Selection**

Nominees will be informed of the BPS Board of Directors’ appointment decision on or about **Wednesday, September 18, 2019**.

Additional information once appointed as a BPS Board Member:

- Terms will begin on January 1, 2020.
- New Board members will participate in a BPS orientation webinar or onsite meeting in February 2020 and receive other materials to assist them with carrying out their duties and responsibilities.
- New Board members will be asked to attend Fall Board Meeting as observers in Alexandria, VA on October 4-6, 2019.
The following procedures outline the management of potential conflicts of interest and confidentiality of information with respect to BPS certification activities:

**BPS Board of Directors and Specialty Council Members**

1. No member of BPS or one of its Specialty Councils shall vote on any Board/Specialty Council matter which will more than insignificantly affect, financially or otherwise, that individual or a member of that individual's family or the individual's employer. For example, voting on establishing the rate of certification fees would be considered insignificant, while voting on matters which will affect an organization of which the individual and his/her family owns at least 10% of the stock of the organization would be more than insignificant.

2. No member of BPS or one of its Specialty Councils shall vote on any Board/Specialty Council matter which will materially affect, financially or otherwise, any business competitor of the Board or any customer of the Board for which that individual acts or serves in the capacity of an employee, a stockholder, a director, an owner, a partner, a committee member, or such other similar position.

3. No voting representative of the BPS Board of Directors or its Specialty Councils shall serve concurrently as an elected officer or member of a governing body (i.e., Board of Directors) for another organization that has a contractual relationship (e.g., professional development programs for recertification credit) with BPS. If such a situation arises, the BPS appointee must resign from one of the roles and notify BPS staff as soon as possible.

4. Except as provided by the Bylaws or Governing Policies, or approved by the Board, no full or part-time employee, officer, or consultant of the Board shall act or serve as a voting member of the Board.

5. No BPS or Specialty Council member during his/her term may represent himself/herself or any other party in negotiations or other dealings with the Board on any matter. This would include proposals, projects, employment opportunities and other related Board matters.

6. The Board must approve the employment by BPS of any individual who has been actively involved in the governance of the Board within the preceding two (2) years.

7. No BPS or Specialty Council member shall at any time disclose to others or use for that individual's benefit or the benefit of others any confidential or proprietary information owned, possessed or used by the Board, except as authorized by the Board and for its benefit.

8. Members of the BPS Board, members of the Specialty Councils, individuals involved in BPS certification examination assembly activities, and all consultants to BPS and/or its Specialty Councils shall **not** participate in the development or presentation of programs directly or indirectly related to the content of specialty certification examinations while they are serving on a Specialty Council or while they are assisting BPS and/or its Specialty Councils. Such programs include preparatory/review courses and professional development programs approved for BPS recertification. These same individuals are also prohibited from such activities for the two years following the completion of their service on a Specialty Council or to BPS and/or its Specialty Councils. **NOTE:** This does **not** pertain to those who write and/or review examination items.
Orientation of the Board of Directors and Specialty Council Members

1. During formal orientation of every new member of the Board and of the Specialty Councils, at or prior to their first meeting, BPS Counsel and/or senior staff review the procedure and its importance and respond to questions.

2. Annually, at or prior to the spring meeting of the Board and each Specialty Council, all members are provided a copy of the procedure and the annual disclosure form outlining any potential conflicts, for completion and submission to the BPS General Counsel. See Appendix B - BPS Disclosure Statement for Board and Specialty Council Members.

3. At the beginning of each business meeting of the Board and Specialty Council, during the agenda review, the Chair will call for discussion of any apparent or perceived conflicts of interest on the part of any of the attendees. Identified material conflicts will be addressed and resolved prior to discussion of pertinent item(s).

4. It is at the sole discretion of the Chair of the Board of Directors or the Chair of any Specialty Council, that any individual with an actual or potential conflict of interest may, in addition to being excluded from voting on the matter in question, also be excluded from any participation in the matter and/or may be excluded from the meeting during consideration and voting upon the matter in question.

Violation of the Policy

1. Certificants who violate BPS Conflict of Interest and Confidentiality policies will be subject to provisions of Policy 11.3a, Certification Revocation, in the BPS Policies and Procedures Manual.
BOARD OF PHARMACY SPECIALTIES
DISCLOSURE STATEMENT

Your Name  ______________________________________________________________

BPS/Specialty Council Position  _________________________________________________

PLEASE RESPOND FULLY TO EACH QUESTION.

State name and address of all employer(s), your position(s) and title(s):

Describe your work activities, and specifically note any conflicts that may exist relative to the work you do with BPS and/or any of its Specialty Councils:

Does your employer have any business or financial dealings with BPS or APhA?  [ ] Yes  [ ] No
If yes, please describe in detail:

Are you a shareholder or creditor of any business that has any financial dealings with BPS or APhA?  [ ] Yes  [ ] No
If yes, please describe in detail:

Do you hold any office in any national or state pharmacy-related organization or regulatory body?
[ ] Yes  [ ] No   If yes, state organization, office held, and term of service:

Do you serve as a consultant or advisor to any pharmacy-related organization (including PBM's, HMO's, etc.), pharmaceutical manufacturer, or third-party administrator?  [ ] Yes  [ ] NO
If yes, state name of organization and nature of services provided:
Do you participate in any preparatory courses for any specialty examination administered by BPS?  
[ ] YES  [ ] NO  If yes, please provide name of course, sponsor, and nature of your participation.

Have you participated in preparation of PSAP modules or any other continuing education course approved for recertification of a specialist?  [ ] YES  [ ] NO  If so, please provide name of module, sponsor, and nature of your participation.

Are you involved in teaching or the preparation of any courses that specifically focus on the subject matter of any specialty recognized by BPS?  [ ] YES  [ ] NO  If so, please explain.

Do you know of any facts or circumstances relating to your service to BPS and/or any of its Specialty Councils on the one hand and any other activities you are engaged in on the other hand that may create an actual or potential conflict of interest between these activities?  [ ] Yes  [ ] No  If yes, describe the details of the circumstances:

I recognize that, in the course of participating as a volunteer leader for BPS, I will be exposed to confidential and proprietary information belonging to BPS regarding BPS and its activities, including proprietary information regarding BPS initiatives and positions. I pledge to keep such information confidential and to promptly raise any questions or concerns I have in this regard with the BPS General Counsel.

I hereby agree to comply with all of the BPS Conflict of Interest Policies, appended to this form.

________________________________________________________________________
Date       Signature

Please send completed form to:

Steven P. Benson, General Counsel  
Whiteford, Taylor & Preston  
3190 Fairview Park Drive, Suite 300  
Falls Church, VA 22042  
Phone: 703-280-3391; Fax: 703-259-6538  
Email: sbenson@wtplaw.com
BOARD OF PHARMACY SPECIALTIES
ANTITRUST STATEMENT

The Board of Pharmacy Specialties (BPS) complies with all Federal and State Antitrust laws, rules and regulations. Therefore:

1) These policies and procedures apply to all board, specialty council, committee and other meetings of the BPS, and all meetings attended by representatives of BPS.

2) Meetings will follow a formal, pre-approved agenda which will be provided to each attendee. Participants at meetings should adhere strictly to the agenda. Subjects not included on the agenda should generally not be considered at the meeting.

3) The agenda will be specific and will prohibit discussions or recommendations regarding topics that may cause antitrust problems, such as prices or price levels. In addition, no discussion is permitted of any elements of a company’s operations which might influence price such as:
   a) Cost of operations, supplies, labor or services;
   b) Allowance for discounts;
   c) Terms of sale including credit arrangements; and,
   d) Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.

4) It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.

5) Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.

6) Where there is a potential for discussion of legally sensitive subjects, legal counsel should attend the meeting. Whenever discussion borders on an area of antitrust sensitivity, a meeting participant should request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended.

7) Minutes of all meetings should be kept that accurately report what actions, if any, were taken.

8) Unscheduled, informal, or secret meetings held in conjunction with the regular meetings should be avoided. These meetings jeopardize legitimate activities and create a substantial risk of investigation.

9) Members should check with the BPS staff and/or counsel if there is any doubt about the propriety of an Association program or subject of discussion. Members may also wish to consult with their company’s counsel.

I have read the BPS Antitrust Statement and agree to follow these principles while serving the Board of Pharmacy Specialties.

________________________________________________________________________

Print Name

________________________________________________________________________

Signature                        Date