



**Board of Pharmacy Specialties
2023-2025**

**Solid Organ Transplantation Pharmacy
Specialty Council
Call for Applications**

**Specialist Member
*Informational Booklet***

Board-Certified Transplant Pharmacist (BCTXP)

***Note: Applications Deadline –
Materials must be received by BPS no later than Monday, August 22, 2022.***

GENERAL INFORMATION

Call for Applications

The Board of Pharmacy Specialties (BPS) is seeking applications for board-certified transplant pharmacists (BCTXP) to serve on the BPS Solid Organ Transplantation Pharmacy Specialty Council. The term of appointment for BPS Specialty Council members are based on the calendar year. The specific term for this call is January 1, 2023 to December 31, 2025.

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

Application Deadline

BPS **must receive** all the following items **NO LATER THAN Monday, August 22, 2022 at 5pm EST**:

1. Completed and signed Application Form:
<https://www.research.net/r/2023BCTXPSCApplication>
2. Completed Statement of Interest (300 words or less) responding to the prompt: "Why are you interested in serving as a member of the BPS Specialty Council?"
3. Current resumé or *curriculum vitae*

Prior to submitting the application, carefully review and consider the qualifications, position duties, responsibilities, and required time commitment outlined in this Call for Applications booklet, the BPS Conflict of Interest policy, and the Commitment to Serve. The documents related to council member policy can be found on the [policy page](#) of the BPS website.

- **Please note a minimum of five years' experience is required for consideration**
- **Council Members must wait two years after term expiration to be eligible to sit for the specialty certification exam, and/or to contribute to preparation/review courses or recertification programs in the specialty area they served.**

The Application package should be submitted electronically to BPS via the [link provided](#) in the Call for Applications news release.

Questions - Contact Ellie LaNou at elanou@aphanet.org.

CRITERIA/PROCESS

Purpose

BPS Specialty Councils are responsible for:

- Developing standards and eligibility requirements for board certification in the specialty area for approval by the BPS Board of Directors,
- Developing examinations and setting the passing standard for initial and continuing certification of pharmacist specialists, and
- Reviewing and approving professional development programs for the recertification of pharmacist specialists.

Each specialty council comprises of nine members. Seven of the members of each specialty council are pharmacists holding BPS Board Certification in that pharmacy specialty. Two members of each specialty council are pharmacists who do not hold BPS Board Certification in the specialty area that the council is responsible.

Desired Characteristics for BPS Specialty Council Members

Applicants for the specialty council should demonstrate the following characteristics:

- Leadership experience and ability;
- Effective interpersonal communication skills and teamwork;
- Previous volunteer experience with BPS or other organizations (e.g., professional, certification, regulatory, licensure body);
- Recognition of interprofessional impact of certification;
- Understanding of and adherence to the BPS Policies and Procedures;
- Recognition and disclosure of relevant conflicts of interest;
- Professional and ethical behavior;
- Capacity to meet required time and travel commitments; and
- Awareness and support from applicant's employer.

Eligibility Requirements

Specialist member applicants for a BPS Specialty Council must be active, licensed pharmacists certified by BPS in the specialty represented by the council. Appointed specialty council members must maintain an active certification status for the duration of their term(s).

Term of Appointment

The term of appointment for council members is three years. Terms are based on a calendar year, defined as January 1 to December 31.

Responsibilities/Duties

Specialty council activities are based on the annual scope of work and may include the following:

- Participate in Item Review Meetings with BPS Exam Developer to review newly written and existing examination items (combination of web conference and in-person meetings, across multiple sessions; 2-5 days throughout the year);
- Participate in Exam Assembly Meetings with BPS Exam Developer to review and approve examination forms to be published (either web-conference or in-person meeting; 2 days);
- Following the creation of a new examination content outline (expected every 5 years), participate in the reclassification of existing items to the new item bank (combination of web conference meetings and individual contributions; 1-2 days);
- Review newly submitted items and provide feedback to item writers during the item writing drive (1-2 days);
- Assist the Exam Developer in maintaining and updating the style guide for the certification exam;
- Participate in the Job Analysis (Role Delineation Study) (combination of web conference and in-person meetings, across multiple sessions; 3 days in total)*;
- Participate in the Standard Setting Study (web conference meeting; 1 day)*;
- Participate in Item Writer Training and submit 10+ items, as well as respond to any feedback from Specialty Council (3 days)*;
- Participate in promotion of the value and impact of BPS Board Certification as needed (e.g., leadership blogs, professional podcasts, discussion panels, etc.);
- Review the activities and performance of professional development programs;
- Identify and recommend specialist and non-specialist candidates for specialty council appointment to the BPS Board of Directors;
- Elect a chair and vice chair annually for the council;
- Promote upcoming examination to non-certified colleagues;
- Contact colleagues due to recertify;
- Provide assistance at BPS exhibits during professional meetings;
- Monitor state board of pharmacy, and other regulations and practice standards; and
- Participate in ad hoc conference calls as needed.

*Exam development responsibilities open to all subject matter experts (SC Members may apply but may or may not be chosen)

Time Commitment

A BPS Specialty Council member should expect to spend between four and seven days for meeting and meeting preparation during each year serving BPS. Meetings and meeting preparation may be face-to-face, by telephone, or by email. BPS reimburses for travel, lodging, and out-of-pocket expenses associated with required meetings.

Candidate Completion of Disclosure and Confidentiality Statement

BPS recognizes and applauds pharmacists offering to serve the profession in this leadership capacity. In accordance with BPS Policies and Procedures, all individuals, including members of Specialty Councils, involved in BPS certification examination assembly activities must adhere to BPS Conflict of Interest Policies, Disclosure Statement forms, and Antitrust forms. These documents can be found on the [policy page](#) of the BPS website and will be shared with council members before the start of their term. These forms 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 follows the BPS Policy and Procedures for Conflicts of Interest. Questions related to this policy should be directed to Steven Benson, BPS Legal Counsel at sbenson@wtplaw.com

ONCE YOU ARE APPOINTED AS A SPECIALITY COUNCIL MEMBER

Notification of Selection

Applicants will be informed of the BPS Board of Directors' decision in November 2022.

Additional Information

Once appointed as a BPS Specialty Council member, terms will begin the following year (e.g., appointed in 2022 to serve in 2023). New specialty council members **MUST** participate in a mandatory, virtual orientation program scheduled for **February 2023** and subsequent item writer/item writing tool orientation webinar, and item writer/item reviewer orientation webinar

ABOUT THE SPECIALTY

Solid Organ Transplantation Pharmacy

Solid Organ Transplantation Pharmacists provide evidence-based, patient-centered medication therapy management and care for patients throughout all phases of solid organ transplantation. To learn more about the Solid Organ Transplantation Pharmacy specialty area, click [here](#).