Specialist Member
Call for Nominations

2018-2020
Board of Pharmacy Specialties
Specialty Council on Pharmacotherapy

Nominee Information
Winter 2017

Note: Deadline for nominations – Materials must be received by BPS no later than April 17, 2017.
GENERAL INFORMATION

Call for Nominations

The Board of Pharmacy Specialties (BPS) is seeking nominations for Board Certified Pharmacists to serve on its Specialty Councils. The term of appointment for BPS Specialty Council members are based on the calendar year. The specific term for this call is January 1, 2018 to December 31, 2020.

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

Deadline Date

BPS must receive all of the following items NO LATER THAN April 17, 2017:

1. Completed and signed Nomination Form (Formsite Link)
2. Completed Statement of Interest (300 words or less) — Response to the question: "Why are you interested in serving as a member of the BPS Specialty Council?"
3. Current resumé or curriculum vitae
4. Completed and signed Disclosure and Confidentiality Statement Documents
5. Maximum of two Letters(s) of Recommendation (optional)

Before submitting your name for nomination, carefully review and consider the qualifications, position duties, responsibilities, and time commitment for the Specialty Council, as well as the BPS Conflict of Interest policy outlined in the Call for Nominations booklet.

- Please note a minimum of five years’ experience is required for consideration.
- Council Members must complete a two-year wash out period after term expiration to be eligible to sit for the specialty certification exam, and/or to contribute to preparation/review courses or recertification programs.

The Nomination package should be submitted electronically to BPS via the formsite link provided in the Call for Nominations news release.

Questions - Contact Brian Lawson at 202-429-4116 or blawson@aphanet.org.
SPECIFIC INFORMATION

Desired Characteristics for BPS Specialty Council Members

Nominees for BPS Specialty Council members should possess, at a minimum, the following characteristics:

- Leadership ability and knowledge about the profession
- Ability to commit the time required by the position
- Good communication and interpersonal skills
- Volunteer experience with BPS or related professional organizations
- Demonstrated ability to work as a team member
- Adherence to high ethical standards
- Ability to support majority decisions
- Ability to understand the impact of issues on the profession as a whole
- Ability to recognize and willingness to abstain from participation on Council action that presents a conflict of interest
- Understanding of the BPS Governing Policies and its Policies and Procedures
- Employer of nominee is aware and supportive

About Pharmacotherapy

Pharmacotherapy is that area of pharmacy practice that is responsible for ensuring the safe, appropriate, and economical use of drugs in patient care. The pharmacotherapy specialist has responsibility for direct patient care, often functions as a member of a multidisciplinary team and is frequently the primary source of drug information for other healthcare professionals. Those who are granted certification in this specialty may use the designation Board Certified Pharmacotherapy Specialist and the initials BCPS, as long as certification is valid.

BPS Specialty Council

Eligibility Requirements

Nominees 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 Office

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

Purpose

A BPS Specialty Council serves the following purposes:

- To recommend to the Board of Pharmacy Specialties standards and other requirements for certification and recertification of pharmacists in the specialty.
- To develop and administer examinations as required for certification and recertification of pharmacists in the specialty.
• To evaluate the qualifications of individual pharmacists and to submit to the Board of Pharmacy Specialties the names of those pharmacists recommended for certification or recertification in the specialty.

A Specialty Council is composed of nine (9) members. Two-thirds (2/3) of the members of each Specialty Council are pharmacists holding BPS Board Certification in that pharmacy specialty. One-third (1/3) of the members of each Specialty Council are pharmacists who do not hold Board certification in the specialty area that the Council is responsible for.

Responsibilities/Duties

Specialty Council activities are based on the annual scope of work and could include the following:

• Conduct a role delineation study to update specialty content outline (2 days)
• Attend and participate in the re-rubric item bank meeting (1-2 days)
• Attend and participate in the bank maintenance meeting (1-2 days)
• Add five (5) new items to the specialty council item bank in domains
• Recruit remote item writers to meet the needs in the areas of need
• Review/provide feedback to item writers during the item writing drive
• Review the specialty council style guide
• Review/discuss the results of demographic data from the previous year’s examination
• Review and evaluate applications submitted for Added Qualifications
• Participate in conference call to review and consider Added Qualification petitioner status
• Construct form(s) of upcoming examination (1-2 days)
• Conduct a Passing Point Call after the upcoming exam administration
• Review the activities and performance of professional development providers
• Identify and recommend specialty council specialist and non-specialists candidates for appointment the following year by the BPS Board
• Elect a Chair and Vice Chair for the following year
• Market upcoming exam to non-certified colleagues
• Contact colleagues due to re-certify
• Assist in staffing exhibition booth at designated meetings
• Monitor state board of pharmacy rules
• Participate in conference calls as needed

Time Commitment

A BPS Specialty Council member should expect to spend between four (4) and seven (7) meeting and meeting preparation days each year serving BPS. Meetings and meeting preparation may be face-to-face, by telephone, or by e-mail. BPS reimburses for travel and hotel expenses associated with assigned meetings.

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 and welcomes their involvement. There are several opportunities for individuals to serve BPS whether it is in an elected, appointed or volunteer capacity. In accordance with BPS Policies and Procedures, members of the specialty council 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 candidates do not have a potential conflict of interest that would minimize their effectiveness as a member of the BPS Specialty Council if it could not be appropriately managed. The information submitted will be handled in a confidential manner through 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, BPS’ Legal Counsel at sbenson@wtplaw.com.

**ONCE YOU ARE APPOINTED AS A SPECIALITY COUNCIL MEMBER**

*Notification of Selection*

Nominees will be informed of the BPS Board of Directors’ decision by November 30th.

*Additional Information*

Once appointed as a Specialty Council member, terms will begin the following year. New Specialty Council members will participate in a BPS orientation live meeting scheduled for **February 2018**, item writer/item writing tool orientation webinar, and item writer/item reviewer orientation webinar.