Specialty Council Member
Call for Nominations
*Informational Booklet*

2021-2023
Board of Pharmacy Specialties
Specialty Council on
Solid Organ Transplantation Pharmacy

*Note: Nominations Deadline – Materials must be received by BPS no later than Wednesday, September 23, 2020.*
GENERAL INFORMATION

Call for Nominations
The Board of Pharmacy Specialties (BPS) seeks nominations for pharmacists and Board-Certified Pharmacists with experience in Solid Organ Transplantation Pharmacy to serve on its new Specialty Council. The term of appointment for BPS Specialty Council members is usually based on the calendar year. The term for this appointment begins January 1, 2021 and continues for a duration of up to six years. A succession plan will be established to stagger the transition of inaugural members with new members who are Board Certified Pharmacists in Emergency Medicine Pharmacy. After the first certification examination is administered, it is anticipated that at least two inaugural members will transition off the Council each subsequent nomination cycle.

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

Nomination Deadline
BPS must receive all the following items NO LATER THAN Wednesday, September 23, 2020 by 5pm Eastern:

1. Completed and signed Nomination Form:
   https://fs24.formsite.com/BPSforms/kbs6ynl8jf/index.html
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
4. Completed and signed Disclosure and Confidentiality Statement Documents
5. Up to two letters(s) of recommendation (optional)

Prior to submitting the nomination, carefully review and consider the qualifications, position duties, responsibilities, and required 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
- Specialty Council Members must complete a two-year wash out period after their term expires to be eligible to sit for the specialty certification exam, and/or to contribute to preparation/review courses or recertification programs offered by other organizations

The nomination materials should be submitted electronically to BPS via the Formsit link also provided in the Call for Nominations news release.

Questions? Contact Brian Lawson, Senior Director, Professional Affairs blawson@aphanet.org.
CRITERIA/PROCESS

**Purpose**
The BPS Specialty Councils are responsible for:

- Developing standards and eligibility requirements for board certification for approval by the BPS Board of Directors,
- Developing examinations for initial and continuing certification, and
- Reviewing and approving professional development programs for recertification.

**Desired Characteristics for BPS Specialty Council Members**
Nominees for BPS Specialty Council members 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
- Awareness and support from nominee’s employer

**Eligibility Requirements**
Nominees for a BPS Specialty Council must be active, licensed pharmacists, and have an active solid organ transplantation pharmacy practice. BPS board certification in another specialty area is preferred, but not required.

**Appointment Duration**
The term of appointment for council members is duration of up to six years (see Call for Nominations section on page 2). Terms are usually based on a calendar year, defined as January 1st to December 31st. The specific term for this appointment is January 1, 2021 with the potential to continue for a duration of up to six years through December 31, 2026.

*New Specialty Councils: The newly created BPS Specialty Council will not have pharmacists certified in that particular specialty, and the inaugural members will not be granted that status by virtue of their appointment. “Grandfathering” is specifically prohibited. Once the first specialty certification examination for the new specialty has been administered, at least two newly certified pharmacists will be appointed each year to replace the original Specialty Council members.*

**Responsibilities/Duties**
Specialty Council activities are based on the annual scope of work and may include the following:
• Conduct a role delineation study every five years to update the specialty content outline (2 days)
• Participate in an item bank re-rubric meeting (1-2 days)
• Participate in an item bank maintenance meeting (1-2 days)
• Add a minimum of five new items to the item bank in alignment with the content outline
• Recruit item writers to meet areas of need
• Review items and provide feedback to item writers during the item writing drive
• Review the specialty council style guide
• Review the results of demographic data from the previous year’s examination
• Participate in examination construction meetings (1-2 days)
• Conduct a Passing Point Call after the exam is administered
• 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
• Elect a Chair and Vice Chair annually
• 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
• Participate in ad hoc conference calls as needed

**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 in-person, by video- and teleconference, 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 Specialty Council members and item writers) involved in BPS certification examination assembly activities must adhere to BPS Conflict of Interest Policies (Appendix A). Disclosure Statement and Antitrust Statement forms (Appendix B and Appendix C, respectively of the BPS Conflict of Interest Policies) 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**
Nominees will be informed of the BPS Board of Directors’ decision by November 30, 2020.
Additional Information
New Specialty Council members MUST participate in a mandatory in-person (in the Washington, DC metro rea) or virtual BPS orientation meeting tentatively scheduled for February 20-21, 2021.

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 at all ages and in various healthcare settings. Read More ›