

VIRGINIA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

POLICY & PROCEDURE MANUAL



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Policy: AFFILIATED REGIONAL CHAPTERS

The State is divided into seven geographical regions:

- Region I – Charlottesville
- Region II- Northern
- Region III- Roanoke
- Region IV- Richmond
- Region V - Tidewater
- Region VI – Southwestern
- Region VII - Winchester

Members may choose to be included in the chapter of their residence or place of practice.

Policy: MEMBERSHIP DUES

The amount of membership dues will be determined by the Board of Directors.

RENEWAL BILLING CYCLE: Twice a year in June and December.

Policy: BOARD MEETINGS

The executive Board of the Virginia Society of Health-System Pharmacists will meet at the discretion of the President, but at least four times per year.

Policy: WRITTEN REPORTS TO THE BOARD OF DIRECTORS

All Regional Reports should be submitted in writing prior to the Board Meeting.

Policy: ACCREDITATION OF CONTINUING EDUCATION PROGRAMS

OBJECTIVE: To ensure that quality educational programs will be offered to maintain the competency of pharmacy practitioners.

PROCEDURES:

See Section 4 of Policy Procedure Manual, Accreditation of Continuing Education Programs.

Policy: PRIVILEGES OF OFFICERS AND COMMITTEE CHAIRPERSONS PROVIDED BY VSHP

1. Provide coffee breaks and lunches for VSHP Board Members at board meetings.
2. Reimbursement for expenses incurred in conjunction with committee/liaison activities requires the approval of the committee chairman prior to submission to the treasurer. This would include such items as postage, copying, materials, etc. Reimbursement for budgeted expenses incurred by the members of the Board of Directors does not require an authorization signature. Reimbursement for unbudgeted

expenses over \$50 and under \$500 requires authorization from the President; reimbursement for unbudgeted expenses over \$500 requires authorization

3. Provide room and registration for the State-wide meetings of the Society for the president during his/her term of office.

4. Provide room and registration for the Fall and Spring Seminar for the Education Committee chairperson.

5. Reimbursement for travel and lodging expenses for president and president-elect to ASHP Presidential Officers Retreat. If the president or president-elect is unable to attend, the immediate-past president may attend the Retreat and expenses will be provided by VSHP.

Policy: STUDENT ROOM AT VSHP ANNUAL SPRING AND FALL SEMINAR

1. VSHP will cover the cost of one room for one night for use by the student members of VSHP at the annual Spring and Fall meetings.

2. The student members of VSHP are responsible for notifying the chairman of the Education Committee if they plan to use a room by the date in the meeting announcement brochure.

Policy: BUDGET

The Treasurer in conjunction with the executive director shall be responsible for preparing the budget with input from the Board of Directors utilizing the following timetable:

OCTOBER

- Receive and review revisions by new committee chairmen.

DECEMBER

- Present final budget for approval.

The budget shall run from January to December annually.

Policy: ANNUAL FINANCIAL REVIEW

An auditor, approved by the Board of Directors, will conduct an annual financial review of VSHP financial records each Spring, following the completion of the annual financial report. The financial review will be conducted according to the following procedure:

1. Overall Balance Sheet Review

- a. Ensure that total assets equal total liabilities plus fund balances.

b. Ensure that ending fund balances per the prior year tax return, plus excess of income over expenses from the income statement (or minus net loss) equals ending fund balance on the balance sheet. Differences should be investigated.

2. Cash and Investments

a. Agree the ending balances on the year-end balance sheet to bank reconciliation and investment statements. Investigate any discrepancies.

3. Accounts Receivable

a. Agree any ending balance sheet balance to accounts receivable aging report. Ensure that the report balances in total to the number on the balance sheet, and that the individual accounts receivable on the report are considered collectible. Watch for accounts that are significantly past due. For individually significant accounts, consider sending a letter to the debtor asking for confirmation of the balance owed as of the balance sheet date.

4. Accounts Payable

a. Agree any ending balance sheet balance of accounts payable to the accounts payable aging report. Review report for past due accounts. For individually significant accounts, consider sending a letter to the creditor asking for confirmation that the balance owed by the Society agrees with the creditor's records as of the balance sheet date.

5. Overall Income Statement Review

a. Each income and expense account balance should be compared to the balance on the prior year financial statement. Large or unusual fluctuations should be explained.

6. Income (Cash Receipts) and Expenses (Cash Disbursements)

a. Review monthly bank reconciliation performed by bookkeeping personnel for unusual reconciling items.

b. At year-end, obtain detail accounting records for cash receipts. Scan for unusual amount. Trace a sample of individual cash receipts from the accounting records to documentation of deposit of the item into the Society's bank account. Such a review is intended to detect receipts in the accounting records, but not deposited in the bank account.

7. An external auditor, approved by the Board of Directors, will conduct a thorough financial review of VSHP financial records every three (3) years, following the completion of the annual financial report.

Policy: REGIONAL CHAPTER FINANCIAL REPORTING

Each Regional Treasurer, or President in absence of a Treasurer, is responsible for reporting the following financial information to the VSHP Treasurer by February 15th, annually:

1.	Yearly income	\$
	Yearly expenses	_____
	Current bank account balance	\$

2. Form 1099 from bank/payer reporting interest or dividend income.
3. Copy of bank/payer statement from December reporting total interest earned for year.

Since these funds carry the VSHP tax identification number and are used for educational purposes, this information will be compiled and consolidated into the VSHP federal income tax report to the Internal Revenue Service.

Policy: RECOGNITION AWARDS

1. Proposed awards should be accompanied by suggested criteria and pertinent information relating to the nature of the award, lead time, contact person, etc. Any requests should be channeled through the chairman of the awards ceremony prior to presentation to the Board.
2. VSHP will determine the selection of the award recipient through the most appropriate means.
3. Approval for modifications to the Annual Awards must be made by the Board of Directors.
4. Drug companies and outside sponsors will be recognized and may participate in the awards ceremony at the discretion of the awards ceremony chairman.

Policy: ANNUAL AWARDS CEREMONY

1. The President-elect or his designee shall be chairman of the Annual Awards Ceremony held in conjunction with the VSHP Fall Seminar and Banquet.
2. The ceremony is conducted by the President-elect of VSHP.
3. The Immediate Past President, or an official ASHP representative, shall install the President, President-elect, secretary or treasurer, regional presidents, and student officers who assumed duties at the June Board meeting. (Regional president-elects are not installed until the following year when presidential duties are assumed.)
4. The President's Award is presented by President-elect of VSHP to the Immediate Past President.
5. The Clinical Pharmacy Practice Award and the VSHP Pharmacist of the Year Award are presented by the President-elect.

Policy: ANNUAL AWARDS

1. *R.D. ANDERSON DISTINGUISHED LEADERSHIP AWARD*

This award is presented by VSHP to recognize excellence in health-system pharmacy practice leadership in the Commonwealth of Virginia. Criteria for selection include sustained, progressive service to health-system pharmacy

2 VSHP PHARMACIST OF THE YEAR

Description

This award is presented by VSHP to recognize an outstanding health-system pharmacist in the Commonwealth of Virginia. Criteria for Selection

1. Service to the profession of health-system pharmacy.
2. Contributions to pharmacy programs within the Commonwealth and nationally.
3. Cooperation and contributions to the health care team.
4. Recognized by the profession as a leader within pharmacy.
5. Service to the community.

Selection Process

1. The selection committee will be chaired by the President-elect of VSHP.
2. Nominations will be solicited each year by:
 - A. announcement on the VSHP website (VSHP.org)
 - B. calls for nomination by the Regional Presidents from their memberships.
 - C. calls for nomination from the Board of Directors
3. Nominations should be submitted in writing and include a brief summary of the nominee's contributions.
4. Selection will be made by electronic ballot by a committee consisting of current Regional Presidents and the past recipients of the award who are active members of VSHP.
5. The award will be presented at the Fall Seminar and Banquet by the President-elect.
6. Previous recipients of the award are not eligible for nomination.

3. PRESIDENT'S AWARD

Description

This award is presented by ASHP to the outgoing President of VSHP

4. CLINICAL PHARMACY PRACTICE ACHIEVEMENT AWARD

Description

This award is presented by VSHP to recognize one or more VSHP members who have made a recent contribution to the establishment and provision of a patient-oriented pharmacy service that produces visible outcomes.

Criteria for Selection

1. The practice achievement will include the development and provision of a patient-oriented pharmacy practice that produces measurable outcomes for improved patient care.
2. The individual(s) shall be active members of VSHP.
3. The contributions to the practice of pharmacy should be initiated and established within the last two (2) years from the award year.
4. The contribution shall involve direct patient care or public visibility in some capacity (assessment, counsel, or other pharmacy service provided directly to patients).
5. Contributions shall have a measurable improved effect on patient care outcomes.
6. Contributions can represent the efforts of an individual or a group of individuals (several individuals, a department).
7. Among qualified candidates, preference is given for extent of impact, visibility, and innovation.
8. This award recognizes significant but discrete recent achievements to the practice of pharmaceutical care.

Selection Process

1. The selection committee will be chaired by the President-elect of VSHP.
2. Nominations will be solicited each year by:
 - a. announcements on the VSHP website VSHP.org
 - b. call for nominations by the Regional presidents from their membership
 - c. call for nominations from the Board of Directors
3. Selection will be made by electronic ballot by a Committee consisting of current Regional presidential officers and past recipients of the award who are active members of VSHP. The Committee will be chaired by the VSHP President-elect.
4. Nominations should be submitted electronically and include a brief summary of the individuals contribution with type of service initiated, patient care activities, and outcomes. Examples of efforts that could be recognized by this award include:
 - a. pharmacokinetic dosage adjustment for ambulatory patients
 - b. pharmacist as coordinator of pain management service
 - c. innovative outpatient counseling
 - d. implementation of disease state management program with outcomes
 - e. drug information speaker to community

- f. ADR program development

5. *TECHNICIAN OF THE YEAR*

Description

This award is presented by VSHP to recognize an outstanding health-system technician in the Commonwealth of Virginia.

Criteria for selection

1. Contributions to pharmacy programs
2. Service to the profession of pharmacy and specifically health-system pharmacy.
3. Cooperation with the entire health team,
4. Service to the community

Selection Process

1. The selection committee will be chaired by the President-elect of VSHP.
2. Nominations will be solicited each year by:
 - a. announcements on the VSHP website VSHP.org
 - b. call for nominations by the Regional presidents from their membership
 - c. call for nominations from the Board of Directors
3. Selection will be made by electronic ballot by a Committee consisting of current Regional presidential officers and past recipients of the award who are active members of VSHP. The Committee will be chaired by the VSHP President-elect.
4. Nominations should be submitted electronically and include a brief summary of the individuals contribution with type of service initiated, patient care activities, and outcomes. Examples of efforts that could be recognized by this award include:
 - a. Contributions to pharmacy programs
 - b. Service to the profession of pharmacy and specifically health-system pharmacy.
 - c. Cooperation with the entire health team,
 - d. Service to the community

6. *NEW PRACTITIONER AWARD*

Description

This award is presented by VSHP to recognize a new pharmacy practitioner who has demonstrated leadership through involvement in organized pharmacy or through professional activities

Selection Process

1. The selection committee will be chaired by the President-elect of VSHP.
2. Nominations will be solicited each year by:
 - a. announcements on the VSHP website VSHP.org
 - b. call for nominations by the Regional presidents from their membership
 - c. call for nominations from the Board of Directors
3. Selection will be made by electronic ballot by a Committee consisting of current Regional presidential officers and past recipients of the award who are active members of VSHP. The Committee will be chaired by the VSHP President-elect.

7. PAST PRESIDENTS PLAQUE

Description

An award presented to the past-president of VSHP by ASHP. The immediate Past President will have the name of the outgoing VSHP president engraved on the plaque. The Past Presidents Plaque will be the Immediate Past President's responsibility to display at his/her place of employment and to display at VSHP state functions.

8. *JENNIFER E. STALLINGS COLLEGE BOWL FUND SCHOLARSHIP AWARD*

Description

This scholarship award is presented to the winning team of the VSHP College Bowl (Clinical Skills Competition)

9. *STUDENT LEADERSHIP AWARD*

Description

An annual award consisting of engraved plaque(s) provided by VSHP and a \$500 award.

Criteria for Selection

1. Presented to each outgoing president of the student chapters of VSHP.
2. An engraved plaque with each student's name, "VSHP Student Leadership Award" and the year of the presentation will be presented to each recipient..
3. The award is presented at the Fall Seminar and banquet.

Policy: VIRGINIA PHARMACISTS WEEK PROCLAMATION

On approval by the Board of Directors, VSHP will consider a contribution to the ASHP Foundation in recognition of National Pharmacy Week.

Policy: DELEGATES TO ASHP HOUSE OF DELEGATES

Procedures:

1. The ASHP House of Delegates consists of 161 voting State Delegates who represent a proportionate number of active ASHP members in each state.. Virginia has four official delegates.
2. Whenever possible, one delegate shall have served previously as an ASHP delegate.
3. Delegates shall be elected from among active ASHP members within Virginia. Notification of the process and selection location should appear in appropriate newsletter emailed to all active ASHP members in Virginia.
4. Nominations will consist of a letter of intent and current CV submitted to the immediate past president. A slate of nominees will be presented to the BOD for their approval.
5. Slate of nominees to be presented and voted on. Only active ASHP members may vote for ASHP delegates. An equal number of alternates as delegates should be selected.
6. Delegate responsibilities: delegates should be knowledgeable and supportive of VSHP's mission, active VSHP members are preferred. Delegates are expected to attend the Regional Delegate's Conference (RDC) conference in early May. After the RDCs, at least one of the delegates must contact the VSHP President to discuss the issues, anticipated vote and other pertinent items prior to attending the Annual ASHP meeting in June. Delegates are expected to attend all sessions of the HOD at the ASHP Summer meeting. .
7. After the Annual meeting, the delegates are encouraged to provide a written report detailing important issues raised at the House of Delegates. The report should include how the Virginia delegation voted on each issue. The report may be prepared individually or jointly.
8. If unable to attend, a delegate must notify the VSHP office no later than April 1st, to allow alternate notification and attendance.
9. VSHP will provide reimbursement for travel and expenses for the elected delegates to attend the Regional Delegate Conference (RDC) not to exceed the total amount provided by ASHP. If an elected Delegate cannot attend the RDC, then an alternate Delegate may attend the conference in his/her place and receive reimbursement for expenses.
10. VSHP will provide ASHP-member early registration reimbursement to the ASHP Summer meeting for elected ASHP Delegates only. Reimbursement will be processed and paid after the ASHP Summer meeting concludes and has been attended by the delegate.

Policy: RECOMMENDATIONS FOR APPOINTMENTS TO ASHP COUNCILS

Statement

It is the practice of the ASHP to have the membership of its various councils and committees, etc., geographically dispersed throughout the U.S. Appointees must be ASHP members and professionally active.

The VSHP sees further value in the appointees being members of their state affiliated chapter in terms of strengthening the relationships between the two organizations.

The VSHP believes that some priority should be given to selecting nominees for appointment to ASHP working groups who are members of VSHP. Nominees are identified by:

- a. Expressed interest to the Board of Directors or Regional officers by the individual
- b. Recommendation by a Board member
- c. Recommendation by a VSHP member

Policy: WEBSITE POLICY (WWW.VSHP.ORG)

Purpose

The VSHP Website is established for the purposes of:

1. Improved service to members primarily through ease of access to information, ease of communicating with VSHP officers/staff and addition of services not previously available.
2. Serving as a means of rapid communication with members.
3. Recruiting new members.
4. Increasing VSHP name recognition.

Policy: NETWORKING

Policy: Mailing List Use Policy

Policies governing the use of VSHP list of members.

1. The VSHP membership lists will be made available only for communications that are germane to the practice of pharmacy or its scientific or socioeconomic aspects.
2. VSHP membership lists may be made available for statistical and research studies, but copies of all material to be sent, furnished or used in connection with the VSHP lists must be submitted for approval in advance to VSHP and a copy of the results provided to VSHP after the research is completed.
3. The VSHP membership lists will generally not be made available for membership solicitation by national or state pharmacy and health organizations.
4. VSHP approval of the use of any of its membership lists will be conditioned on a finding that such use will not limit effectiveness of VSHP programs and is not inconsistent with a policy of the VSHP, as established by its Board of Directors.

The VSHP membership lists will **not** be made available for:

- a. Use in connection with the dissemination of distasteful materials.
- b. Use in connection with publicity or advertising which might imply, through copy or layout, VSHP endorsement of an organization or its products.
- c . Any communication which would tend to mislead, misinform or deceive.
- d . Any communication involving the advertising or the promotion of the use and sale of any tobacco product, beer, wine or spirits.
- e . Any fund-raising purposes by any organizations or societies.
- f . Use in connection with any publication competitive with a publication theretofore, currently or which is planned to be published by VSHP.

VSHP Officer Installation Script

You have been elected to your office in accordance with the Bylaws of the Virginia Society of Health-System Pharmacists. It is my honor to act as its representative and to install you into office. Please raise your right hand and repeat after me.

"I accept the office to which I have been elected/
and promise to carry out my duties/
fully and faithfully to the best of my ability/
and to abide by and support/
the Mission, Constitution and Bylaws/
of the Virginia Society of Health-System Pharmacists."

Policy: VSHP ELECTION BALLOT TABULATING (STATEWIDE)

1. Voting for VSHP Officers and elected officials will be done using an electronic balloting service.
2. The electronic ballot service will tabulate the results of the electronic ballots and retain election results.
3. Within ten (10) working days after the election deadline, results will be communicated as follows:
 - A. The chair will contact the sitting officers with the election results.
 - B. The chair will contact all statewide candidates with the results by letter or e-mail.
 - C. A copy of the letter or e-mail should be sent to the VSHP Office.

Policy: UPDATING POLICY & PROCEDURE MANUAL

The policy and procedure manuals will be reviewed annually at the officers' transition meeting/board retreat. Changes will encompass actions authorized by the Board of Directors since the last revision.

Approved by Board of Directors