

The SHPA Medal of Merit (the award) may be awarded by the Board of Directors annually to a member of the Society of Hospital Pharmacists of Australia (SHPA), in recognition of an outstanding recent contribution and exemplary effort involving a particular activity or activities relating to hospital pharmacy practice.

1. THE AWARD

The award shall be in the form of a medal to be presented at the annual Medicines Management, SHPA National Conference.



2. NOMINATIONS

Nominations for the award will be accepted from Branch Committees and from a group of any five financial members of SHPA.

The SHPA Federal Secretariat will invite Branch Committees and members to submit nominations for the Award annually. The **closing date for nominations is Sunday 25 July 2021**.

The nominators shall be members of SHPA. The nominees must have a minimum of five years recent continuous membership with SHPA.

3. NOMINATION PROCESS

Nominations shall be submitted electronically or via post in writing and shall address the selection criteria outlined below (see: **6. SELECTION CRITERIA**). All nominations must include:

- a letter in support of the nomination
- the signed approval of the nominee (via an email or letter of acceptance)
- a curriculum vitae of the nominee
- signed references from two referees addressing the selection criteria.

Branches or nominating parties are to notify the SHPA Secretariat that they intend to send a nomination for the Award. Once received, the Secretariat will send confirmation of receipt of nomination. If confirmation is not received by one week after the grant closing date, then the Branch or nominating party must contact the Secretariat to follow-up. Nominations are valid (without the need for additional applications) for the following periods of time:

Medal of Merit – 1 year

And that each valid year the standing nominees are notified of their automatic re-nomination, where relevant.

All nomination documents must be submitted to awards@shpa.org.au by Sunday 25 July.

4. SELECTION PANEL

Board Directors will consider all nominations and vote by means of a silent ballot at the August Board meeting each year.

5. CONFLICT OF INTEREST

Board Directors will be required to declare any conflict of interest. If a Board Director is nominated, they will exempt themselves from the voting process.

6. SELECTION CRITERIA

The SHPA Medal of Merit shall be awarded to a member who has made an outstanding recent contribution or contributions to the practice of hospital pharmacy or the professional development of pharmacy in the past three years, through involvement in a particular activity or range of activities.

If, in the opinion of the Board of Directors no nomination of sufficient merit is received in a particular year, they may recommend that the award not be made.

The Board of Directors shall have complete control of all matters pertaining to the conditions governing the Award and the selection of the recipient, and their decision on any matter shall be final.

7. VOTING

In the event a Board Director is nominated for the award, they may not participate in the voting process (see: **5. CONFLICT OF INTEREST**).

In the event of a tied vote, the Federal President shall have a casting vote.

In the event a Board Director has made one of the nominations or is a referee for a nomination, they shall not participate in the voting (see: **5. CONFLICT OF INTEREST**).

In the event that only one nomination is received, Board Directors will be asked if they are satisfied the nominee has adequately met the award criteria and would be a worthy recipient of this award.

The recipient of the Award shall be ratified by the Board of Directors at the August Board meeting.

8. FORM OF THE AWARD

The elements on the SHPA Medal of Merit symbolise the selection process that must be made between prescription and patient: 'Each horizontal row represents one of the four selection criteria: the first row is quality; the second is quantity; the third the means of administration and the assurance that the medication is given to the correct patient; and the fourth is the frequency of administration and the assurance that adequate dosage is delivered to the patient. The gold insert on each row symbolises the drug's critical path.'

Acknowledgement

SHPA acknowledges the generosity of GlaxoSmithKline and its predecessors who supported this award from 1962 to 2013.

9. PRESENTATION OF THE AWARD

The Award shall be presented at the annual Medicines Management, SHPA National Conference *. Nominees for the Award will be announced and acknowledged for their achievements except where an award is not made. If the recipient is unable to attend, the Award shall be presented at an appropriate official SHPA event.

The recipient will be financially supported to attend the Medicines Management Conference to accept their award with free conference registration, air fares and accommodation.

The presentation of the Award shall be accompanied by the delivery of an oration by the recipient with subsequent publication of the oration in *Journal of Pharmacy Practice and Research*.

** SHPA is closely following changes in Australian states and territories, through which events can be held safely under COVID-19 mitigation rules and regulations. SHPA is working on a range of contingencies, including preparing to deliver MM2021 conference in-person this November, with final event format to be determined before the opening of registrations.*

10. REVIEW OF THE AWARD

The terms and conditions of the award shall be subject to review every four years, or at the discretion of the SHPA Board of Directors.

Next review date: November 2022.