

Historical reference information abridged from The Society of Hospital Pharmacists of Australia (SHPA) "Fellowship Course and Regulations 1st January 1984"

Part A FELLOWSHIP REGULATIONS

Introduction

The Fellowship Course commenced in 1966 and was conducted by the Board of Censors on behalf of the Federal Council of SHPA. Successful graduates from the Course being financial members of the SHPA were eligible for advancement to the status of Fellow of The Society of Hospital Pharmacists of Australia. From 1966 to 2003, over one hundred and forty graduates were elevated to the status of Fellows of the Society. The Fellowship Course operated as an external studies course to enable pharmacists from both city and rural areas to participate in the educational programme provided. The main objective was to encourage members of the profession, particularly those in hospital pharmacy, to engage in additional study in order to raise their own levels of practice and to thereby assist in advancing the professional practice of pharmacy in all areas.

1. Aim

The stated aim of the Fellowship course was:

To encourage members of The Society of Hospital Pharmacists of Australia to:-

- (a) Prepare themselves by additional study and training to render better service to hospital pharmacy.
- (b) Raise the standards of practice of the profession.
- (c) Contribute to the literature of the profession.
- (d) Participate in the training of future practitioners.
- (e) Foster investigation and research.

2. Fellows

The Fellows of The Society of Hospital Pharmacists of Australia consisted of the Foundation Fellows, and others admitted to Fellowship by the Federal Council of the Society.

3. Foundation Fellows

The Foundation Fellows were those Pharmacists registered in the Commonwealth of Australia, whose names appeared as subscribers or witness to the subscribers to the Memorandum and Articles of Association of The Society of Hospital Pharmacists of Australia, and who were members of the said Society as at the 30th day of June 1964.

The Foundation Fellows were:

Frederick J. Boyd (Victoria), Subscriber.
Stanley W. Hayes (Victoria), Subscriber.
Charles B. Macgibbon (Victoria), Subscriber.
William G. Mercer (Victoria), Subscriber.
Percival L. Jeffs (South Australia), Subscriber.

Albert Footitt (Western Australia), Subscriber.
Kenneth Rodger (South Australia), Subscriber.
Mavis Sweeney (New South Wales), Subscriber.
Victor I. Frank (Victoria), Witness to Subscribers.

4. Requirements for Fellowship

(a) By Examination

Any registered pharmacist who was a member of SHPA had completed a course of training in Hospital Pharmacy Administration, Clinical Pharmacy or other subjects as prescribed by Federal Council, and who had passed the prescribed examinations in such subjects and had been recommended for advancement to the status of Fellow by the Board of Censors, could be elected a Fellow by Federal Council.

(b) By Thesis

Federal Council could elect as a Fellow any registered pharmacist who has been a member of SHPA for a period of FIVE (5) YEARS, and who submitted in support of an application for advancement to Fellow a thesis embodying the result of original work, which in the opinion of the Board of Censors constituted a substantial contribution to the knowledge of pharmacy service or hospital pharmacy practice. Every thesis submitted by applicants for Fellowship was to be accompanied by a declaration that it was an account of original work.

(c) For Distinguished Service - HONORIS CAUSA

Federal Council could elect as a Fellow any registered pharmacist who was a member of SHPA and who had practised hospital pharmacy for a period of TWENTY - FIVE (25) YEARS or upwards and who has, in the opinion of Federal Council, rendered valuable or distinguished service to hospital pharmacy from the national aspect, provided that there shall not be more than FOUR (4) Fellows of this class at anyone time.

(d) Honorary Fellows

Federal Council could elect as an Honorary Fellow ANY PERSON who has in the opinion of Federal Council rendered valuable or distinguished service to hospital pharmacy, provided that there shall not be more than FOUR (4) Fellows of this class at anyone time.

5. Board of Censors

Federal Council appointed Censors to constitute a Board of Censors for the Commonwealth. Such Board of Censors inquired into and tested the qualifications of candidates for Fellowship of the Society and submitted the results of these inquiries and tests, with their recommendations to Federal Council. The Board of Censors consisted of SEVEN (7) Fellows, duly elected by Federal Council. Tenure of office was TWO (2) YEARS. The Board of Censors was the examining body for requirements for Fellowship.

Executive Authority was delegated to the Board of Censors by Federal Council to:-

- (a) Conduct the Fellowship Course (Part 1 and Part 2).
- (b) Be the examining body.
- (c) Co-opt specialists and remunerate if necessary for the purposes of conducting the Course and Examinations.

6. Residential Schools

Members undertaking the Fellowship Course were required to attend a FIVE (5) DAY Residential School before completion of the Course. Exemption from this requirement could be granted by the Board of Censors under extenuating circumstances.

7. Exemptions

The Board could grant an exemption from any part or parts of the Fellowship Course. Formal application to be made in writing to the Chairman for consideration by the Board.

8. General

The following rules applied to Fellowship:

- (a) No person could be advanced to the status of Fellow until Federal Council accepted the recommendation for advancement from the Board of Censors.
- (b) The ballot of a Fellow to be held in the same manner as for a Member.
- (c) A Fellow of The Society of Hospital Pharmacists of Australia should not have as such any special privileges or any rights or voting power apart from his rights of membership according to the Articles of Association of the said Society.
- (d) The acceptance of a Fellowship required on the part of every recipient the adherence to a rigid standard of pharmaceutical ethics and the Policy of the Society as prescribed by Federal Council.
- (e) Unless otherwise determined the registration fee of a Fellow was FIFTY DOLLARS (Honorary Fellows excepted) and (THIRTY DOLLARS) for a Diplomat.

9. Certificate of Fellowship

Fellows of the Society received a Certificate of Fellowship.

10. Designation

Every Fellow shall as long as he remains a Fellow of The Society of Hospital Pharmacists of Australia, be entitled to append to his name the letters FSHP.

11. Academic Dress

The Academic Costume for Fellows of the Society was a black tetroon and viscose gown with olive green (B.C.C. No. 78) satin facings four inches wide with a yoke of the same colour, trimmed with one inch gold petersham braid at the back edge. The sleeves were looped, with gold cord and three olive green buttons.

12. Unfinancial Fellows

If any Fellow shall omit to pay his dues as a member of the Society, Federal Council may in its discretion suspend such Fellow from all privileges of Fellowship until his membership fees are paid, or may take steps to terminate his Fellowship.

Part B FELLOWSHIP COURSE

(1) BY EXAMINATION:

The Fellowship Course was conducted in two parts composed of five sections as follows:

PART I-HOSPITAL PHARMACY ADMINISTRATION

Section A - Organisation and Management
Section B - Professional Pharmacy Practice
Section C - Building and Planning

RESIDENTIAL SCHOOL

PART 2 -CLINICAL PHARMACY

Section A - Clinical Pharmacy Practice
Section B - Applied Clinical Pharmacy

PART 1- HOSPITAL PHARMACY ADMINISTRATION

Part 1 Section A - Organisation and Management

1 REPORT WRITING

Preparation of reports. Types of reports.

2 ADMINISTRATIVE PROCESSES AND THE MANAGEMENT OF STAFF

- The meaning of work: employee needs and satisfactions. Motivating people to work. Innovations in job design and scheduling.
- Supervisory behaviour. Group behaviour. The supervisor as a group leader. The impact of the union.
- The information transmission process. The problem solving process. The managerial issues of introducing change. Discipline.
- Decision making and organisation levels. Information flows through the hierarchy. Organisation design - alternative structures. Managing the personnel function.
- Selection techniques. Learning, training and behaviour modification. Women and management. Employee health.
- Managerial career planning. Performance appraisal and management by objectives. Organisation development and management training.
- Incentives and performance standards.
- Formal administrative processes. Planning, assembling resources, supervising, controlling including budgetary control.

3 INTERPERSONNEL COMMUNICATION

Communication and organisational behaviour. The behavioural basis of communication. Patterns of miscommunication.

4 PROFESSIONAL AND PUBLIC RELATIONS

Assignments and Examinations:

This section comprises written assignments based on the Course work and reference material which are to be submitted to the Section Leader for assessment.

A written examination is conducted at the end of Section A.

Part 1 Section B - Professional Pharmacy Practice

- 1. INVENTORY CONTROL AND DRUG DISTRIBUTION**
- 2. STATISTICS**
- 3. COMPUTERISATION AND ELECTRONIC DATA PROCESSING**
- 4. CODE OF GOOD MANUFACTURING PRACTICE**
- 5. INTRAVENOUS ADDITIVE PROGRAMME**
- 6. ECONOMICS AND PROFESSIONAL PRACTICE**
- 7. COURSE PROJECT**

This section was composed of written Assignments and a Course Project to be submitted to the Section Leader for assessment.

Part 1 Section C - Building and Planning

Section C was conducted as a written assignment/examination based on the planning and design of a new hospital pharmacy or the re-designing of an existing department.

RESIDENTIAL SCHOOL

Students enrolled in the Fellowship Course were required to attend one of the Residential Schools conducted annually.

PART 2 - CLINICAL PHARMACY

Part 2 Section A - Clinical Pharmacy Practice

A series of assignments covering a variety of specialised topics and diseases, each with the basic aim of enabling the candidate to become familiar with treatment of disease states. Written assignments were required. A written examination in multi-choice format was provided at the end of this Section. Successful completion of the assignment material and the written examination is mandatory

Part 2 Section B - Applied Clinical Pharmacy

This section required an approved clinical project in a hospital or institution. A written report to be submitted. Time allowed for the project is 12 weeks.

BY THESIS:

Subjects selected by candidates for submission as a thesis must be approved by the Board of Censors. The following conditions will apply:-

1. Candidates to submit five (5) copies of the thesis which is not to be less than 25,000 words.
2. The thesis to be original work accompanied by a statutory declaration to this effect.
3. Joint papers are not acceptable.

ADVANCEMENT TO FELLOW

At the successful completion of the Course requirements, a member paid the required fee and make formal application to the Federal Council for advancement to the status of Fellow of the Society of Hospital Pharmacists of Australia.

ADVANCEMENT TO DIPLOMA

At the successful completion of either Part 1 or Part 2 requirements, a member may pay the required fee and make formal application to the Federal Council for advancement to the states of Diploma of Hospital Pharmacy Administration or Diploma in Hospital Clinical Pharmacy Practice, provided that students who have completed both Parts 1 and 2 will be advanced to the status of Fellow, thus rendering them ineligible to use the Diploma title.

GENERAL INFORMATION

A maximum time limit of five years is imposed for completion of the Course.

Overseas pharmacists may apply to undertake the Fellowship Course of study. They are required to join the SHPA as Associate Members and are eligible for advancement as Fellows on successful completion of the Course.