The SHPA Medal of Merit

INTRODUCTION
The SHPA Medal of Merit may be awarded by Federal Council 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. The emphasis of the award is on encouragement rather than recognition of overall career achievement.

THE AWARD
The award shall be in the form of a medal and a sum of $2,500

NOMINATIONS
Nominations for the award will be accepted from Branch Committees.

The SHPA Federal Secretariat will invite Branch Committees to submit nominations for the Award annually. The closing date for nominations is 31 July each year.

The nominators shall be members of SHPA. The nominees must have a minimum of 5 years recent continuous membership with SHPA.

NOMINATION PROCESS
Nominations shall be submitted electronically or via post in writing and shall address the selection criteria outlined overleaf. All nominations shall include a letter in support of the nomination, the written signed approval of the nominee, a curriculum vitae of the nominee and written signed references from two referees addressing the selection criteria.

Branches are to notify the Secretariat that they are sending a nomination for an award. 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 must contact the Secretariat to follow-up.

SELECTION PANEL
Federal Councillors will consider all nominations and vote by means of a silent ballot at the August Federal Council meeting each year.

CONFLICT OF INTEREST
Federal Councillors will be required to declare any conflict of interest.

If a Federal Councillor is nominated, they will exempt themselves from the process.

SELECTION CRITERIA
The medal 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 3 years, through involvement in a particular activity or range of activities.

If, in the opinion of the Federal Council, no nomination of sufficient merit is received in a particular year, the panel may recommend that the award not be made.
The Federal Council of The Society of Hospital Pharmacists of Australia 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.

**VOTING**

In the event that a Federal Councillor is nominated for the award, they shall absent themselves from the panel, and may not participate in the voting process.

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

In the event that a Federal Councillor has made one of the nominations or is a referee for a nomination, they shall not participate in the voting (refer Conflict of Interest).

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

Recipient of the Award to be ratified by Federal Council at the August Council meeting.

**PRESENTATION OF THE AWARD**

The Award shall be presented at the annual Medicines Management Conference of SHPA. 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 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*.

**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 Federal Council of the Society.

Next review date: November 2018

**ALL DOCUMENTS TO BE SENT TO:**

Attention: Administrative Coordinator  
SHPA  
PO Box 1774  
Collingwood VIC 3066  
By: 31 July of each year

**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.