

# Chair, Specialty Practice Leadership Committee

## POSITION DESCRIPTION

The Chair of a Specialty Practice Leadership Committee will be a recognised leader in their area of specialty practice and lead the Leadership Committee in that specialty. With the support the SHPA Secretariat and their committee, they will steer the activities of all levels of the Specialty Practice Stream within SHPA and influence pharmacy practice in their specialty in accordance with SHPA's Strategic Directions documents.

## Leadership Committee

The Leadership Committee will comprise seven committee members, including the Chair.

## Roles

The Chair of the Leadership Committee will:

- drive activities and priorities of the Leadership Committee
- advise the SHPA Secretariat on policy and advocacy
- liaise with relevant external expert groups and represent SHPA as a clinical specialist and provide feedback to SHPA to inform policy
- engage Practice Group members as required to:
  - support the development of expertise in specialty practice
  - contribute to SHPA publications on specialty practice
  - act as a resource for the SHPA secretariat on CPD
  - be a resource for secretariat re policy/submissions when required

## Responsibilities

The Chair of the Leadership Committee will:

- convene regular meetings of the Leadership Committee, teleconference and/or face-to-face
- ensure appropriate review of applications for Practice Group membership
- oversee a review of Standards of Practice every 24 months
- appoint a member of the Leadership Committee as a moderator for the stream's discussion forum
- delegate a committee member or Practice Group member as [GRIT Liaison](#)
- attend SHPA events convened for Leadership Committee Chairs as required

## Reporting

The Chair will report to the CEO who will oversee specialty practice resourcing and projects.

The Chair will be expected to be in regular communication with the Secretariat, keeping them abreast of the Committee's activities and priorities, and information from representing SHPA on external bodies.

The Chair or their delegate will notify SHPA of and respond in a timely manner to correspondence or notifications the Committee or delegate has received from external bodies, such as but not limited to the TGA Medicines Watch List relating to medicines shortages.

## Eligibility

The Chair of a Leadership Committee must be a Full Pharmacist member of SHPA.

## **Selection**

Members of the Leadership Committee will be invited to self-nominate for election to Chair the Committee. The Committee will elect the Chair annually.

## **Duration**

The appointment is for a one-year term; the Chair is eligible to re-nominate for subsequent terms with no limit on terms.

## **Support**

The Chair will be supported in their role by the Secretariat. The Secretariat will provide support for meetings and teleconferences, elections, and review of applications; and assist residency, publications, policy and education contributions, and any additional support that is required.

## **Intellectual Property**

The intellectual property of work done by or on behalf of a Leadership Committee or Specialty Practice Stream belongs to SHPA.

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