

Assessment of Practice Group Applications by Leadership Committee

Members of Interest Groups who wish to join the associated Practice Group must apply online. The application must include supporting information as evidence of their experience in or commitment to the specialty. The Leadership Committee of the stream is responsible for assessing applications, with support from the Secretariat.

By reviewing applicants' supporting information, the Leadership Committee becomes aware of the Practice Group membership and the range of practice areas and perspectives within the specialty they cover.

Procedure

1. Secretariat will pre-screen applications from members of the Interest Group who wish to join the associated Practice Group. Pre-screening criteria is:
 - SHPA member > 1 year
 - Eligible member category (Full Pharmacist, Former/Retired or Technician)
2. Secretariat will periodically post Practice Group applications on the Leadership Committee forum.
3. The Leadership Committee or delegate reviews the information supplied and assesses each case using the scoring tool below as a guide.
4. The Leadership Committee or delegate will confirm the outcome at the next meeting of the Leadership Committee or online through the Leadership Committee forum.

During the meeting, the delegate will provide the Leadership Committee with a brief overview of the expertise and experience offered by the applicant(s) approved to join the Practice Group.

5. Secretariat will contact the applicant(s) with the appropriate response or request additional information, if required.
6. Eligible applicants will be admitted to the Practice Group by the Secretariat upon approval of their application. The Secretariat will contact provisionally approved applicants to confirm they will be assessed once they have reached one year of continuous SHPA membership (they may need to reapply).
7. Where the Leadership Committee has requested more information, the Secretariat will send additional information to the Leadership Committee or delegate.

Practice Group eligibility guide

The following table is a guide only. In most cases, reaching 20 points indicates that the applicant has sufficient experience in and/or commitment to the specialty to be able to contribute to the Practice Group, and would be eligible to for admission.

Criteria	Points
Works in or has previously worked the specialty	Up to 20
Has additional qualifications/credentials in the specialty	Up to 20
Teaches in the specialty	Up to 20
Has previous engagement with specialty at SHPA (e.g. former COSP member, recognised authority)	Up to 10
Has undertaken continuing education in the specialty	Up to 10
Has conducted research (published, or presented poster or paper) in the specialty	Up to 10
Works in or has previously worked in related specialty	Up to 10
Other attributes that support application	Up to 10

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