

# Specialty Practice Governance

This document describes the structure, eligibility criteria and responsibilities of SHPA's Specialty Practice streams – including Interest Groups, Practice Groups and Leadership Committees.

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## Interest Groups

### Purpose

Support SHPA members to develop expertise in the specialty.

Provide targeted information to SHPA members about events, resources, CPD and networking in the specialty.

### Eligibility

Current financial SHPA member of any membership type.

### Limits

There is no limit on the number of Interest Groups a member can join.

There is no limit on the number of members in an Interest Group.

### Selection/entry process

Self-enrolment through [Specialty Practice portal](#) on Online CPD (Moodle) selection online through webform. Secretariat staff will confirm enrolment into Interest Groups and provide access and links to the online portal for enrolled streams.

### Responsibilities

Members must comply with the [Specialty Practice: Terms and Conditions](#) and the [SHPA discussion forum user guide](#).

### Opportunities

Eligible to vote in Leadership Committee election for the stream.

Interaction with members who have expertise and leadership in the stream through the discussion forum

### Duration

Interest Group membership terms are indefinite. Members may leave an Interest Group by informing SHPA at [specialtypractice@shpa.org.au](mailto:specialtypractice@shpa.org.au).

Membership of Interest Groups ceases when SHPA membership lapses.

### Secretariat Support

Manage online portal for the stream, including discussion forum.

Answer member queries about Specialty Practice.

Publicise Specialty Practice and encourage member engagement.

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## Practice Groups

### Purpose

Recognition of SHPA members with demonstrable expertise or commitment to the specialty, to support of their development in the specialty and to provide them with the opportunity to contribute to SHPA work in the specialty.

Provides a network of experts and pool of emerging leaders.

### Eligibility

Current financial SHPA member for >1 year.

Student and intern members are ineligible.

Member of Interest Group in the stream (if not already a member, enrol upon receipt of Practice Group application).

Member needs to have demonstrable experience in the specialty or a closely related area – including clinical practice, education, research, or training roles. Using the table below as a guide, a member would usually be eligible to join the Practice Group if they have a score of at least 20 points.

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

### Limits

There are no limits on the number of Practice Groups a member can join but members are advised to join no more than five Practice Groups so the workload and engagement is manageable.

There is no limit on the number of members in a Practice Group.

### Selection/entry process

Complete webform. Applications will be assessed by Leadership Committee with support from Secretariat. See [Assessment of Practice Group applications by Leadership Committee](#).

### Responsibilities

As for Interest Groups.

Practice Group members should take reasonable steps to ensure that they can contribute to work they have volunteered for.

### Opportunities

Practice Group members are eligible to nominate themselves for election to the stream's Leadership Committee.

Practice Group members may be co-opted onto working groups by the Leadership Committee.

### Duration

Terms in Practice Group are indefinite but cease if SHPA membership lapses. Practice Group members may resign from a Practice Group by notifying the secretariat.

## Support

The SHPA secretariat will monitor applications, forward them to the Leadership Committee, and manage the records of Practice Group membership. The Secretariat will provide support for working group meetings.

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## Leadership Committees

Leadership Committees will comprise seven members including the Chair.

### Purpose

A dynamic group of members with a deeper involvement and expertise in their specialty who drive the stream's activities for the benefit of all members.

### Eligibility

Members of Practice Group in the stream are eligible to nominate for election to the Leadership Committee when elections are announced.

To achieve majority technician membership in the **Technicians and Assistants Leadership Committee**, a maximum of three (3) Technicians and Assistants Leadership Committee positions can be filled by pharmacist members.

### Limits

Each Leadership Committee will have seven members.

There is no limit on the number of Leadership Committees a member can be elected to but the workload of more than two Leadership Committee roles would be difficult to manage so is not advised.

### Selection/Entry process

Practice Group members may self-nominate for election to a Leadership Committee. Members of the stream's Interest Group elect their Leadership Committee. The election process is outlined under [Leadership Committee Election Procedure](#).

### Responsibilities

Assess Practice Group applications.

Moderate the stream's discussion forum.

Respond to requests for expert advice from SHPA Board and Secretariat.

Attend meetings and contribute to projects being undertaken by the stream.

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

### Opportunities

Be recognised as a leader in the specialty

Represent SHPA as a clinical specialist

Advise SHPA Board on issues related to the specialty

Contribute to SHPA activities, publications and programs including but not limited to:

- Standards of Practice
- CPD events
- Residency curriculum
- Research
- Pharmacist credentialing
- Advocacy and policy
- Pharmacy GRIT

### Reporting

Leadership Committee members will report to the Chair of the Leadership Committee who reports to the CEO.

## Duration

Terms on Leadership Committees are three years, except for the inaugural Leadership Committees where three committee members were appointed to two-year terms. Committee members may nominate for re-election at the end of their term; there is no limit on the number of terms served.

## Support

The SHPA secretariat will

- process Practice Group applications
- provide administrative support for meetings
- attend meetings
- generate and update action lists
- undertake the bulk of the work on projects, with content guided by expert advice from the Leadership Committee

## See also

- [Member, Specialty Practice Leadership Committee – position description](#)
- [GRIT Liaison, Specialty Practice Leadership Committee – position description](#)
- [Guidelines for Specialty Practice discussion forum moderators](#)

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# Chair, Leadership Committee

## Purpose

A member of the Leadership Committee who leads the Leadership Committee, driving the activities of all levels of the specialty practice and influencing pharmacy practice in their specialty in accordance with SHPA's Strategic Directions documents.

## Eligibility

Only Full Pharmacist members of SHPA can be appointed as the Chair of a Leadership Committee, *except for the Technicians and Assistants Leadership Committee*, which must be chaired by a technician member.

## Limits

Members should chair one Leadership Committee only.

## Selection/entry

Members of Leadership Committees elect the Chair from Committee members who have nominated to chair the committee.

A member of each Leadership Committee is to be appointed as Chair of the committee for a one-year term. There are no limits on the number of terms that a member can serve as Chair.

## Leadership Committee Chair Election process

A call for self-nominations in the position of Chair of the Leadership Committee will be made before the first meeting of the Leadership Committee in a calendar year or the first meeting after a Leadership Committee election.

Nominations will be submitted to the SHPA secretariat.

If there is only one nominee, they will be appointed Chair of the Leadership Committee at the next meeting.

If there is more than one nominee, each nominee will submit a written pitch to committee members, by email. Committee members will vote for the chair using Doodle poll.

The nominee with the most votes will be declared the Chair for a period of one year. In the case of a tie, the Chair will be selected by drawing lots.

## Responsibilities

- Convene and Chair Leadership Committee meetings.
- Delegate Chair role when absent from committee meetings.
- Attend events convened specifically for Leadership Committee Chairs.
- Lead review of Standards of Practice.

- Notify SHPA of and respond in a timely manner to correspondence or notifications the Chair or delegate has received from external bodies, such as but not limited to the TGA Medicines Watch List relating to medicines shortages.
- Follow up about committee members whose attendance or participation in committee activities has been poor, e.g. missed 4 consecutive meetings without explanation. Discuss with secretariat

### Opportunities

- Drive activities and priorities of Leadership Committee
- Inform Policy Taskforce/Advise on submissions
- Represent SHPA as a clinical specialist
- Liaise with relevant external expert groups, or delegate to a committee member

### Reporting

- Report to CEO
- Liaise with SHPA Board of Directors on specialty practice matters
- Advise secretariat staff

### Duration

Leadership Committee Chairs are appointed for a one-year term and are eligible to be re-appointed with no limit on the number of terms.

### Support

The Secretariat will:

- Provide meeting and teleconference support
- Manage elections
- Support assessment of Practice Group applications
- Manage residency, publications, policy and education program
- Oversee resourcing and projects through the CEO

### See also

- [Chair, Specialty Practice Leadership Committee – position description](#)

## Leadership Committee Elections

### Timing of elections

Inaugural elections were held in 2017, in each committee three positions were two-year terms and are due for re-election in 2019 and then every three years after; four positions were three-year terms and due for re-election in 2020 and every three years after.

Elections due

<b>3 positions</b>	2017	2019	2022	2025	2028	2031	2034	2037
<b>4 positions</b>	2017	2020	2023	2026	2029	2032	2035	2038

### Election announcement

A call for nominations and announcement of elections will be included in SHPA member communications – general communications and specialty practice stream forums – at least eight weeks before voting opens. Nominations will close two weeks before voting opens.

### Nominations

Members of the Practice Group may nominate themselves for election to the Leadership Committee by completing the nomination form and submitting a candidate statement of up to 300 words and a photograph. To be eligible to nominate for election to a Leadership Committee, the Practice Group application needs to be submitted before nominations open, and approved before a nomination can be accepted.

## Election timeline

Time	Day -84	Day -35	Day -21	Day -7	Day 0	Day 1-7
Action	Announce election and call for nominations.	Nominations close	Electoral roll closes	Voting opens	Voting closes	Announce election results

### Automatic election

If the number of nominees is less than or equal to the number of vacant positions, an election will not be held and nominees will be duly appointed to vacant committee positions.

### Who can vote?

Members of the Interest Group (including the Practice Group) of each stream are eligible to vote in each election providing they have joined the Interest Group before the electoral roll closes.

The electoral roll will close two weeks before voting opens.

### Election

The election will be scheduled for a seven-day period and held using an online election platform that enables secret voting. Election Runner was adopted for the 2017 and 2019 elections.

### Winning candidates

The candidate with the most votes will receive the first vacant Leadership Committee position, the candidate with the second most votes will receive the next vacant Leadership Committee position and so on until all Leadership Committee positions are filled.

### Ties between candidates

If two or more candidates receive the same number of votes and there are not enough vacant Leadership Committee positions, a draw of lots will take place to determine which of the candidates will be appointed to the vacant Leadership Committee position.

### Election results

Election results will be announced in general member communications following ratification by the CEO and SHPA Board during the week following the completion of the election.

### Casual vacancies

If a Leadership Committee member resigns before the end of their term or if there are fewer nominees than vacant positions at the time of an election, these vacancies are 'casual vacancies'. Casual vacancies are filled as follows:

- If the vacancy cannot be filled by the above method,
  - members of the stream's Practice Group will be invited to express interest in filling a casual vacancy
  - the Leadership Committee will review expressions of interest and appoint the number of members required to fill the casual vacancies by voting for their preferred candidate, e.g. using Doodle poll
- a committee member who has been elected to fill a casual vacancy will hold office for the balance of the term of the committee member whose position was vacated.
- if a vacancy arises within 6 months after a Leadership Committee election and there were unsuccessful nominees, the unsuccessful nominee with the highest number of votes will be invited to join the Leadership Committee

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## Intellectual Property

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

## Other Specialty Practice documents

[SHPA discussion forum user guide](#)

SHPA Specialty Practice meeting support policy

SHPA Specialty Practice travel policy

[Specialty Practice Terms and Conditions](#)

[Specialty Practice CPD guide](#)

Updated	June 2020
Review due	June 2021

### Appendix 1: Summary of SHPA Specialty Practice eligibility and entitlements

	Interest Group	Practice Group	Leadership Committee	Chair, Leadership Committee
<b>Eligible members</b>				
< 12 mo membership	✓	✗	✗	✗
> 12 mo membership				
Student	✓	✗	✗	✗
Provisional Pharmacist	✓	✗	✗	✗
Technician*	✓	✓	✓	✗*
Former/retired	✓	✓	✓	✗
Full Pharmacist	✓	✓	✓	✓
<b>How to join</b>				
Self-enrolment online	✓	✗	✗	✗
Application online	✗	✓	✗	✗
Election	✗	✗	✓	✓
<b>Can vote for</b>				
Leadership Committee	✓	✓	✓	✓
Chair of Leadership Committee	✗	✗	✓	✓
<b>Can nominate for election to</b>				
Leadership Committee	✗	✓	✓	✓
Chair of Leadership Committee	✗	✗	✓	✓

\*The Technicians and Assistants Leadership Committee is to be chaired by a technician