

LEADERSHIP PLAN 2016 – 2017



Joseph G. Marek RPh CGP FASCP

Table of Contents

Executive Summary	3
Vision & Mission of ASCP	3
Principle Objectives of the ASCP	4
ASCP Strategic Priority Areas & Goals	5
Summary of Standing Committees, Work Groups & Task Forces	6
General Operational & Action Items for all Leadership Groups	7
Council of Presidents	8
Chapters Council	8
Educational Affairs	9
Educational Affairs Committee (EAC)	
Pharmacy Education and Research Committee (PERC)	
Organizational Affairs	11
Membership Development Committee	
Nominations Committee	
Professional Affairs	12
Innovations and Business Development Committees	
• Antibiotic Stewardship Think Tank	
• Pharmacy Management Task Force	
• Medication Safety & Transitions in Care Work Group	
• Health IT Work Group	
• Consultant Pharmacist Work Group	
Policy and Advocacy	14
Political Action Committee (PAC)	
Government Affairs Committee (GAC)	
DEA Task Force	
Ad Hoc Committees	15
FASCP Reviewers	
Finance Committee	
Awards Committee	

Executive Summary

This leadership plan is a result of a collaborative effort between the ASCP board of directors, chief executive officer and ASCP executive staff to meet the principle objectives of the society and its members for this coming year. As when the society started in 1969 and throughout our forty-seven year history the one constant we face is ‘change’. This word can be perceived as either being positive or negative, but the reality is that it is both. How a person or organization adapts to this ‘change’ defines them and guides their future. Throughout our history the society has adapted and continued to develop through the efforts of our dynamic leadership and diverse membership. This leadership plan is designed to continue this tradition and to build on previous leadership plans to meet the vision and mission of the society in this changing healthcare environment. Together we can truly empower our members to achieve safe, effective and appropriate medication use for the patients we serve, regardless of employment responsibilities or our practice settings.

As part of the triennial review of the ASCP strategic plan, this past year the board of directors has set three strategic priority areas along with goals to guide the society for the next three years. These priority areas are designed to work in concert with the ‘charges’ assigned to each group within this leadership plan. Since ASCP is a ‘membership’ society it is vital that all the members in our leadership groups review the strategic plan along with their individual committee charges to ensure the success of both for the betterment of all our members and the society. A summary of the principle objectives of the society are also included in this plan for committee review.

The key to successful implementation of any plan for an organization or team is effective collaboration, coaching and communication. ASCP leadership, staff and I are committed to this leadership plan and we look forward to being collectively-connected to our leadership groups throughout this upcoming year.

Vision of ASCP

Achieving Safe, Effective, and Appropriate Use of Medications by All Aging Adults.

Mission of ASCP

Empowering Pharmacists to Promote Healthy Aging through the Appropriate Use of Medications.

Principal Objectives of the Society (Article III of the ASCP Bylaws)

1. To promote and improve consultant pharmacy practice in health care institutions, long-term care facilities, managed care organizations, hospitals, hospices, home healthcare programs, industry programs and any other area in which consultant pharmacists are needed to advise patients and other health care professionals on drug therapy management.
2. To define and develop the professional standards required of consultant pharmacy practice, including a Code of Ethics, and to provide for the recognition of practitioners through their demonstration of a core of knowledge of the practice, performance of high professional conduct, and conformance with the Code of Ethics of the Society.
3. To support and promote the ASCP Foundation, through which the Foundation can fund, coordinate and conduct educational programs and research.
4. To sponsor meetings and conventions for the educational and professional development of the membership.
5. To promote broader government, public, and professional understanding of consultant pharmacy practice through collective public information efforts.
6. To collect, preserve, and disseminate data and information of interest to the membership.
7. To represent the interests of consultant pharmacy practice before legislative, judicial, and administrative branches of government.
8. To advance public health and welfare through consultant pharmacy practice by maintaining a liaison with other societies, associations, and professions on issues of mutual concern.

ASCP Strategic Priority Areas & Goals (3 year Strategic Plan)

1. Enable Pharmacists to Improve Patient Care

- Expand the number of competent senior care pharmacists practicing pharmaceutical care regardless of practice setting to meet the current and future needs of patients they serve.
- Ensure pharmacists' directed patient centered medication management across all care settings.
- Increase the public's awareness to pharmacist directed services.

2. Maximize Value to Members

- Provide education that fosters and supports the progressive development of the knowledge, expertise and skills needed to provide optimal medication management for all aging adults.
- Support the needs of our diverse membership to ensure members are satisfied and engaged.
- Engage in legislative and regulatory activities to advocate for the sustainable role of pharmacist directed care.
- Optimize the members' experience.
- Enhance members' awareness of new and expanding markets.

3. Ensure the Sustainability of the Society

- Position ASCP as the leading membership organization for pharmacists who seek to gain professional excellence and to provide optimal medication management for aging adults.
- Foster a leadership culture to inspire member involvement in the continuing growth of the society.
- Maintain responsible fiscal management of the society with transparency and accountability.

Standing Committees, Work Groups or Task Forces

I. Council of Presidents

II. Chapters Council

III. Educational Affairs

1. Educational Affairs Committee
2. Pharmacy Education and Research Committee

IV. Organizational Affairs

1. Membership Development Committee
2. Nominations Committee

V. Professional Affairs (Innovations & Business Development)

1. Antibiotic Stewardship Think Tank
2. Pharmacy Management Task Force
3. Medication Safety & Transitions in Care Work Group
4. Health IT Work Group
5. Consultant Pharmacist Work Group

VI. Policy and Advocacy

1. Political Action Committee (PAC)
2. Government Affairs Committee (GAC)
3. DEA Task Force

VII. Ad Hoc Committees Appointed by the President

1. FASCP Reviewers
2. Finance & Audit Committee
3. Awards Committee

General Operational Charges & Action Items for all Leadership Groups

Charges

Under each council, task force or committee are listed “Charges” that are the basis of each group’s work. Since the Board has approved these charges as important to the work of ASCP, these should be followed; however, the committee should spend part of its first meeting using the action items to:

- Set their yearly goals & meetings conducive to the majority of members
- Ensure the committee members understand the goals and requirements
- Ask for clarification if the action items and direction are unclear

The Chair and Board of Directors liaison should prepare interim progress reports and participate in quarterly calls with the President to make sure their understanding of the action items is consistent with the leadership group’s work, direction and progress.

General Action Items

The following are general ‘Action Items’ that apply to all leadership groups. These items should be addressed and become a part of the leader’s involvement in ASCP, both as individuals and as members of a leadership group. They should be reviewed during a meeting at least quarterly.

1. Ensure leadership group ‘charges’ provide value to all ASCP members
2. Encourage fellow ASCP members to become active in ASCP leadership groups or local ASCP chapters.
3. Provide ideas to the education department and the Educational Affairs Council relevant to consultant pharmacy and senior care pharmacy.
4. Nominate candidates for the annual ASCP awards:
 - Richard S. Berman Award,
 - George F. Archambault Award,
 - Armon Neal Senior Care Pharmacist Award
 - Herb Langsam Award for Excellence in Pharmacy Provider Services.
5. Increase overall membership in ASCP by encouraging colleagues to join
6. Nominate candidates for elected positions (Board of Directors, President-elect)
7. Encourage interaction among student pharmacists and ASCP members.
8. Encourage attendance to the Annual Meeting
9. Provide input to the Policy & Advocacy Department on legislative and regulatory issues of relevance to your practice.

Council of Presidents (COP)

Description: A standing leadership group comprising ASCP's past and current presidents. The COP serves as a resource to the Board of Directors on issues of importance to the Society. COP members represent a repository of ASCP history, culture, and experience. The COP, like all members, is encouraged to volunteer for committee, council, or task force assignments.

Charges:

1. Develop, design and implement a tactic for ASCP to cultivate future leaders.
2. Serve in an advisory capacity to the Board of Directors, the Executive Committee, and the Executive Director/CEO upon request.
3. Identify candidates for ASCP elected offices and awards such as the: Richard S. Berman Award, George F. Archambault Award, Armon Neal Senior Care Pharmacist Award and Herb Langsam Award for Excellence in Pharmacy Provider Services.

Chapters Council

Description: A leadership group composed of the presidents of the State and Canadian Chapters. The purpose of the ASCP chapter is to support the society in fulfilling its Mission, Vision and Strategic Goals by organizing and serving members within their state or country. The council provides a connection to the national organization, as well as guidance on activity or issues within their geographical area. This group meets Live at the annual meeting and monthly by teleconference.

Charges:

1. Develop and submit an annual chapter plan and budget into National ASCP.
2. Increase ASCP membership within your chapter by 10% through effective chapter planning and programming.
3. Explore opportunities to use existing ASCP educational offerings for state chapter programs. Also, develop a working list of these programs with the ASCP Educational Affairs department for chapter use.
4. Identify and/or advise National ASCP on any legislative, clinical or business-related issues that may affect ASCP members within your chapter area.

Educational Affairs

Education Advisory Council (EAC)

Description: A standing leadership group that meets monthly by video/teleconference and has 1 live meeting. List serve dialogues and conference calls are also expected for this group's deliberations.

The EAC consists of members that broadly represent the business, practice, research, and policy interests of the society. The EAC will utilize a 3-member leadership team (chair, vice chair, immediate past chair) with an expected 3-year term for continuity of the council.

The members of this group are advisors to the ASCP education staff and will assist with educational offerings (e.g. annual meeting, webinars, etc.).

Charges:

1. Assist in assessing Annual Meeting sessions during the live meeting.
2. Advise staff on ASCP educational offerings based on responses from needs assessments and submitted meeting evaluations.
3. Review session titles, descriptions, learning objectives, assessment questions for nationally organized meetings early enough to meet the marketing deadlines.
4. Propose candidates for the Lamy Lecture.
5. Ensure that submissions are exceptional presentations and worthy of acceptance through the call for submissions process.
6. Assist with session slide reviews and act as speaker liaisons where required.
7. Approving ACPE sessions submitted and accredited by ASCP. (ie: Regional Meetings, AGS).
8. Use call for submission process to identify new speakers, assist staff with creating speakers bureau database.
9. Assist ASCP staff with CGP module reviews as needed.

Pharmacy Educators & Research Council (PERC)

Description: A standing leadership group that meets monthly by video/teleconference. The PERC consists of members that broadly represent the organization with a focus on education and research. The PERC will employ a 3-member leadership team (chair, vice chair, immediate past chair) with an expected 3-year term. Terms for the PERC will be staggered initially with the goal being to establish 3-year terms (unless appointed by the president to serve as vice chair). The members of this group are advisors to the ASCP education staff and will assist with working with the Foundation as well.

Charges:

1. Identify and develop a research grant proposal that aligns to a national medication-related issue related to seniors (Transitions of Care: Medication Management) by collaborating with the ASCP Medication-Safety work group and their existing work.
2. Submit six (6) educational programs for Annual Meeting 2017 for academia, preceptors and/or students.
3. Develop a "How to" guide for developing and presenting a professional poster or call for proposals.
4. Publish a review article in The Consultant Pharmacist journal on Antibiotic Stewardship Programs that expands members awareness and understanding of them.
5. Determine the areas of interest/themes for posters for AM17, review poster submissions, accept or reject posters for AM17. (using existing submission & evaluation criteria)

Organizational Affairs

Membership Development Committee

Description: A leadership group appointed by the President that convenes at the Annual Meeting or soon thereafter. The goal of this committee is ensure the society meets the needs of its diverse membership through active engagement of its members. The committee will collaborate with the ASCP membership department.

This leadership group is responsible for identifying and interviewing potential elected leaders for ASCP.

1. Assist the ASCP membership department in developing an annual membership satisfaction/feedback survey to identify membership needs.
2. Identify key benefits of ASCP membership to attract new members
3. Review the existing ASCP marketing materials and provide feedback to the ASCP membership department
4. Explore and investigate the evolving diversity of ASCP membership and leverage that knowledge to create new practice membership benefit ideas.

Nominating Committee

Description: A standing leadership group appointed by the President that convenes at the Annual Meeting or soon after. The committee shall consist of five (5) members, one from each of the five (5) regions. This leadership group is responsible for identifying and interviewing potential elected leaders for ASCP. The work of this group results in the make-up of the ballot for BOD and President-Elect positions. List serve dialogue and conference calls are essential for this group's deliberations.

Charges:

1. Review and update current ASCP board leadership position descriptions for posting on the ASCP website for to elections.
2. Work with ASCP staff to develop a standard annual nomination process calendar.
3. Determine and submit the final selection of 2017 candidates to the ASCP CEO no later than February 1, 2017.

Professional Affairs

Innovations & Business Development Committees:

Description: These sub-committees will meet within 60 days of the Annual meeting kick-off to determine the appropriate schedule for their meetings to accomplish their committee charges. The intent of these short-term workgroups is to help ASCP to continue to stay a cutting edge organization through product and program development focusing on key themes.

1. Antibiotic Stewardship Think Tank

a. Charges:

- i.** Maintain and update existing ASCP resources currently available
- ii.** Continue collaboration with other antimicrobial/antibiotic stewardship stakeholders (SIDP, AMDA, etc.)
- iii.** Assist and advise ASCP on new issues related to antibiotic stewardship as they arise (i.e. CMS Mega rule, etc.)

2. Pharmacy Management Task Force

a. Charges:

- i.** Finalize and produce the Pharmacy Management Certificate Course
- ii.** Identify a subject matter expert to develop TCP articles that addresses timely topics for the PA-LTC pharmacy manager or operations pharmacists.

3. Medication Safety/Transitions of Care (TOC) Work Group

a. Charges:

- i.** Create an educational toolkit that will assist pharmacists to practically address high risk medications within their practice setting (Acute Care, LTC/PA & Community).
- ii.** Collaborate with PERC on the development of an educational grant related to Transitions of Care: Medication Management.
- iii.** Develop a Position Statement on the role of a consultant pharmacist in post-acute transitions of care.
- iv.** Identify subject matter experts to develop a TCP featured article that address timely topics in transitions of care.

4. Health Information Technology (HIT) Workgroup

a. Charges:

- i.** Collaborate with NCPDP to define clinical pharmacist recommendations and outcome definitions for software vendors.
- ii.** Identify a subject matter expert to develop a TCP featured articles that addresses HIE's and their usability for clinical pharmacy services.
- iii.** Assist ASCP staff and other standing committees with identifying the Health IT opportunities for consultant pharmacists across the continuum of care that align with state and national initiatives (e.g. ONC roadmap, telemedicine/telepharmacy)

5. Consultant Pharmacist Workgroup

a. Charges:

- i.** Review and update the ASCP fundamentals of consultant pharmacist practice program.
- ii.** Identify and define "core competencies" for consultant pharmacist practice in the LTC/PA practice setting.
- iii.** Outline a pathway for the Consultant Pharmacist Practice Development Series (e.g. new practitioner, seasoned consultant)

Policy and Advocacy

Political Action Committee (PAC)

Description: A standing leadership group that convenes at the Annual Meeting and ideally at least monthly. Board of Trustees of the PAC, as designated by the Committee's bylaws: 6 ASCP members nominated by the ASCP President and confirmed by the ASCP BOD. List server and conference calls are also expected for this group's deliberations. This committee is empowered to solicit, directly or indirectly, and accept, voluntary personal contributions, and to make expenditures in connection with the attempt to influence the selection, nomination, or election of any individual to any Federal office. In addition to PAC duties, the 6 PAC Board of Trustee members, and the Board Liaison, will be appointed to the Government Affairs Committee. The PAC Board Chair will serve as Chair of the Government Affairs Committee. Trustee members are appointed to a three year term.

Charges:

1. Educate ASCP members about the function and purpose of the PAC.
2. Assist in planning and participate in PAC fundraising events.
 - a. Need to have a focused ask with respect to advocacy
3. Establish grass roots fund raising efforts.
4. Provide oversight of the distribution of PAC funds to insure consistency with ASCP's legislative goals.

Government Affairs Committee (GAC)

Description: The chair of the ASCP-PAC Board will also serve as the chair of the Government Affairs Committee, and members of the ASCP-PAC Board also serve in the capacity of Government Affairs Committee members. However, members appointed to the Government Affairs Committee are not ASCP-PAC Board members, have no PAC oversight authority, and have no vote on matters brought before the ASCP PAC Board for decision. The PAC Board remains a separate leadership group and will continue to set PAC policies and approve contributions.

Charges:

1. Expand grass-roots activities with collaboration with the State Chapter Leaders and other key stakeholders (e.g. NASPA).
2. Work with the CEO and key staff on the Legislative Defense Fundraising Activity.
3. Assist in the formulation of ASCP's legislative priorities and communications.
4. Continue to build outreach by focusing on key ASCP legislative initiatives yet allow for flexibility in local implementation (e.g., visits with federal elected officials while at home campaigning, media events showcasing senior care pharmacy services in which elected officials or candidates for election are invited, or medication safety in an assisted living or CCRC, etc.).

DEA Task Force

Description: The DEA Task Force is charged with monitoring proposed changes to the Controlled Substances Act and promulgated regulations that affect long-term care pharmacy practice. The task force will develop strategies to work with the DEA and other stakeholder groups to ensure ASCP's voice is heard and considered by the DEA and other policymaking bodies. The task force will make suggestions to the Board of Directors for policy statements as needed.

Charges:

1. Review and update ASCP's NABP Model Guideline Rules.
2. Develop resources to educate legislative and regulatory staff on controlled drug access barriers and why new legislation and/or regulation is necessary. Engage the grassroots network to continue tracking and communicating known instances of controlled drug access barriers.

Ad Hoc Committees

FASCP Reviewers:

- This group will meet to review applicants for FASCP and advise the BOD's for approval 60 days prior to presentation at the AM17.

Finance/Audit Committee:

- This group is appointed by the President and Board of Directors in an advisory capacity to provide transparency in responsible fiscal management of the Society.

Awards Committee:

- This group is appointed by the President and Chairman of the Board to review nominees for the annual ASCP awards.
- ASCP awards include; the Richard S. Berman Award, George F. Archambault Award, Armon Neal Senior Care Pharmacist Award and Herb Langsam Award for Excellence in Pharmacy Provider Services. The committee will ensure that requirements for each award are met and shall forward selected nominees for final Board approval.
- Committee will be formed by December 31, 2017 and will assist ASCP staff in the awards nomination process (11/1/2016 through 5/31/2017).
- Selection of awardees must be finalized by June 30, 2017.