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# **Chapter I**

## **Officers' Duties**



## President

The President is the chairman of the Board of Directors of OSHP, which meets at least quarterly and functions as the official voice of Health-System Pharmacists in Oklahoma. The President-Elect succeeds successively to the office of President for a one year term.

Duties:

- A. Principal elected official of OSHP
- B. Member and Chair of the Board of Directors;
- C. Prepares an address for presentation at the Annual Meeting of OSHP,
- D. Ensures effective administration of the operations of OSHP, assigning responsibilities and coordinating activities;
- E. Establishes objectives for the year based on the strategic plan, and discussions with officers and other key leaders;
- F. Serves as the major contact person for OSHP, with responsibility for the majority of the formal communications between OSHP and other organizations; communicates with Board members and officers of other organizations to advise and establish dialogue;
- G. Serves as a secondary link between ASHP and chapter members; communicates with ASHP staff members to provide and obtain information and assistance;
- H. Writes a presidents column in each newsletter;
- I. Prepares an annual officer report for the membership to be presented at the OSHP Annual Meeting;
- J. Attends the ASHP President's Leadership Conference.
- K. Appoints chairmen and members of committees as needed;
  - Fills all vacancies by appointment;
  - Serves as an ex-officio member of all OSHP committees with the exception of serving as a member of the Finance Committee;

Approved 2-13. Reviewed 8-18



## President-Elect

The position of President-Elect is elected annually for a one-year term and succeeds successively to the office of President and Immediate Past President, serving for one year in each office.

### Duties:

- A. Performs the duties of the President whenever the President is unable to do so.
- B. Serves as a member of the Board of Directors
- C. Assumes responsibilities as directed by the President, including ex-officio membership of committees as directed.
- D. Serves as a member of the Finance Committee.
- E. Prepares an address for presentation at the Annual meeting at which he/she is to be installed as President.
- F. Attends the ASHP President's Leadership Conference.
- G. Prepares an annual officer report for the membership to be presented at the OSHP Annual Meeting.
- H. Coordinates the Annual Oklahoma reception held in conjunction with the ASHP Midyear Clinical Meeting.

Approved 2-13. Revised 11-15. Reviewed 8-18



## Immediate Past President

The Immediate Past President shall serve a one-year term and ascend from the Office of President.

### Duties:

- A. Fosters good will with officers and members of the local component groups and other organizations with which he or she has worked during his or her Presidential year to maintain contacts and to introduce the new President.
- B. Serves as a member of the Board of Directors; in the absence of the President and the President-Elect, serves as the Chair of the Board;
- C. Represents OSHP at the Oklahoma State Board of Pharmacy meetings.
- D. Serves as a member of the Nominations Committee.
- E. Serves as a board liaison for at least one OSHP committee.
- F. Ensures that the Board of Directors complete an annual performance review of the OSHP Staff Secretary.
- G. Performs special assignments or projects as requested by the President.
- H. Prepares an annual officer report for the membership to be presented at the OSHP Annual Meeting.
- I. Cannot immediately enter the office of President Elect

Approved 2-13. Revised 8-18



## Treasurer

The position of Treasurer is elected for a two-year term from the active OSHP membership on opposite years from the Secretary. The Treasurer is a member of the Board of Directors of OSHP, which meets at least quarterly and functions as the official voice of Health-System Pharmacists in Oklahoma. A report of financial activities will be expected at each board meeting.

Duties:

A. Banking: Establishes the checking account with 3 different officers' signatures (the President, President-Elect, and Treasurer); maintains current officers and their addresses on accounts; has Board approve renewal of CDs one month prior to renewal date and approve all transfers of monies; communicates, in writing, the decision to renew CD or not, and chairs the Finance Committee.

B. Accounts

Past History:

1. Interest bearing/investment checking account should maintain a balance of 3 months' expenses (about \$10,000)
2. CD with 12 month maturity (value of 6 months' expenses; \$20,000)
3. CD with 6 month maturity (all excess money)

Current:

1. Account # (checking)  
Bank of Oklahoma (local Branches statewide)  
P.O. Box 24128  
Oklahoma City, OK 73124-0128

2. Account #  
Bank of Oklahoma  
P.O. Box 24128  
Oklahoma City, OK 73124-0128

3. Account #  
American National Bank and Trust  
P.O. Box 1408  
Sapulpa, OK 74066

4. PayPal

C. Accountant



## OSHP Guidelines and Policies

Steve Zerger  
FD, Thompson, and CO., P.L.C.  
13320 N. MacArthur Blvd.  
Oklahoma City, OK 73142  
(405)603-6400  
Employer ID #73-1042506  
501(c)(6) exempt from Federal Income Tax

(maintain a file for each employee's signed W-4 form)

### D. Payments

Speakers Honorariums and travel expenses  
ASHP Delegates travel expenses  
Board member expenses  
Scholarships

Obtain Social Security numbers and addresses of speakers paid in excess of \$600 to issue IRS form 1099 at year's end.

Mileage is reimbursed at current IRS rate of \$0.565 per mile (as of 1/1/13).

The President or President-Elect should write any checks due to the Treasurer.

### E. Expense Forms

Staple receipts to the back and attach canceled check on the front. Complete all information. File in numerical order when check has cleared and all signatures have been obtained. If a receipt is not available for an expense, such as a delegate allotment, make certain it is placed in the Board minutes and attach a copy of the minutes, or get a letter from the President directing payment.

### F. Audits:

1. Completion of annual IRS Form 990: This needs to be completed in the off year from the bi-annual audit. Submit information to accountant including backup disk of QuickBooks, bank interest (1099) forms from checking account and CD's, bank statements, PayPal transaction statements, and Board of Directors roster.
2. Bi-annual audit: Submit information to accountant including backup disk of QuickBooks, cancelled checks with expense forms, bank interest (1099) forms from checking account and CD's, bank statements, PayPal transaction statements, membership rosters, certificate of deposit





## OSHP Guidelines and Policies

renewal statements, and Board of Directors roster. Several letters and forms relating to legal actions pending release of information, etc., will require a signature.

### G. Board Meetings

1. The following items should be taken to each Board meeting:
  - a. Quickbooks Reports:
    - i. Profit and Loss
    - ii. Balance Sheet
  - b. Checkbook
  - c. Expense forms to be signed
  - d. Extra expense forms
2. Two times each year, the Treasurer should provide an update on the budget providing an update on the actual income/expenses compared with budgeted income/expenses and variance.

### H. State and Federal Offices

Oklahoma Tax Commission, Business Tax Division  
P.O. Box 26860  
Oklahoma City, OK 73126-0860

Internal Revenue Service  
P.O. Box 970013  
St. Louis, MO 63197-0013

I. Prepares an annual officer report for the membership to be presented at the OSHP Annual Meeting.

J. Serves as the chair of the Finance Committee

Revised 2-13. Reviewed 8-18



## Secretary

The position of Secretary is elected for a two-year term from the active OSHP membership on opposite years from the Treasurer. The Secretary is a member of the Board of Directors of OSHP, which meets at least quarterly and functions as the official voice of Health-System Pharmacists in Oklahoma. A report of the membership numbers will be expected quarterly at board meetings.

Duties:

- A. Serves as a member of the Board of Directors.
- B. Records and maintains all appropriate Board minutes in a neat and orderly fashion; works closely with the Staff Secretary to ensure all responsibilities are met as a paid service to OSHP through the contract agreement.
- C. Maintains and indexes all resolutions, policies and directives adopted by the Board of Directors in the minutes to facilitate appropriate implementation.
- D. Understands Society policies and procedures and is proficient in parliamentary procedure.
- E. Is responsible for the maintenance of all official correspondence of the Society, keeping the Board members, officers and the entire membership, if needed, informed about communications received affecting the Society and the practice of health-system pharmacy in cooperation with the Staff Secretary.
- F. Keeps the Board of Directors and ASHP informed of any changes in the Constitution or Bylaws.
- G. Reports any changes in officers to ASHP and submits a list of newly elected officers and Board members to ASHP.
- H. Assists the President in preparing the agenda for each Board meeting and ensures that meeting notices are distributed to the appropriate persons.
- I. Requests and collects conflict of interest disclosures from all committee chairs and board members. Presents any noted conflict of interests to the board for discussion and decision making.
- J. Ensures that a current directory of the Society Board of Directors and committee chairmen is maintained and distributed as required in cooperation with the Staff Secretary.
- K. Orders the plaques and other awards for presentation at the OSHP Annual Meeting.
- L. Serves as a board liaison for at least one OSHP committee.
- M. Prepares an annual officer report for the membership to be presented at the OSHP Annual Meeting.
- N. Prior to assuming office, meets with the outgoing Secretary to become familiar with details of the office and reviews the files.

Approved 2-13. Reviewed 8-18



## District Chairs

There shall be one District Chair for both the Eastern and Western Districts. The Eastern and Western District Chairs shall each serve a term of two years. They shall be elected on alternate years. The Western District Chair will be elected every other year when the Treasurer is elected while the Eastern District Chair will be elected every other year when the Secretary is elected. The District Chairs are members of the Board of Directors of OSHP, which meets at least quarterly and functions as the official voice of Health-System Pharmacists in Oklahoma.

### Duties:

- A. Each District Chair coordinates all district meetings by identifying, contacting, and working with potential sponsors of each meeting. In addition, he/she creates announcements of the meeting and keeps records of all attendees for future verification when needed.
- B. Each District Chair presides at all district meetings.
- C. Submits an application to the Oklahoma State Board of Pharmacy for Oklahoma Continuing Education credit following each district meeting and provides a certificate of attendance as requested.
- D. Attends Board meetings and provides an updated report of District activity should be given.
- E. Prepares an annual officer report for the membership to be presented at the OSHP Annual Meeting.
- F. Serves as a board liaison for at least one OSHP committee.

Approved 2-13. Reviewed 8-18



# **Chapter II**

# **Committees**



## Program Committee

This committee shall be responsible for the recruitment and retention of the OSHP membership, and shall be conducted as follows:

1. Plans, organizes, and oversees a statewide Fall Meeting and an Annual Meeting (to occur in the spring).
2. All speaker commitments and financial contributions should be obtained in writing prior to the meeting. Copies should be sent in advance of the meeting to the Program Chair(s), President, Secretary and Treasurer.
3. The Program Committee is authorized to offer honorariums of \$300/hour up to a maximum of \$500 total, plus travel expenses and registration for each speaker. The Program Committee is authorized to offer no more than travel expenses and registration for panel members and resident project presenters. Higher honorariums are permitted if funded directly by a sponsor or paid by the sponsor directly to the speaker. Higher honorariums also may be paid by OSHP with Board approval.
4. All arrangements for meeting accommodations and financial commitments must be signed by the OSHP President or his/her designee. The Program Committee may make financial commitments when functions are funded directly by a sponsor. However, all sponsors should be encouraged to make financial arrangements directly with the meeting facility.
5. The Program Committee is responsible for preparing a “proposed budget” of income and expenses for each meeting. The Program Committee is expected to run each meeting at a profit based upon Vendor Showcase fees, registration fees, and expenses. Costs for brochure printing, continuing education expenses, and mailing should be included in the final report for each meeting.
6. The Program Committee will prepare registration brochures. The brochure should be approved by the Board prior to publication; however, the President may approve the form if necessary. Optimally, the brochures should be available to the Secretary for mailing at least six weeks prior to the meetings.
7. All statewide programs will be opened by a welcome from the OSHP President or other appointed Board member.
8. The Vendor Showcase Coordinator and Residency Showcase Coordinator for OSHP meetings will be a function of the Program Committee when such additional activities occur.
9. Registration fees for students are established to cover the cost of the food and program handouts only. The registration fee is the same for member and non-member students.



## OSHP Guidelines and Policies

10. The Program Committee chair shall work with the OSHP staff secretary and Treasurer to prepare a “budget reconciliation” report on the actual income/expenses versus budgeted income/expenses within 2 months following the Fall/Annual Meeting.
11. The Program Committee chair will prepare an annual committee chair report for the membership to be presented at the OSHP Annual Meeting.

Approved 7-88. Reviewed 11-91 & 4-99. Revised 8-05 & 2-13 & 8-18.



## Newsletter Committee

This committee shall be conducted as follows:

1. The President will select an active member to serve as the Committee Chair/Editor of the Society Newsletter.
2. The newsletter will be produced preferably on a quarterly basis with publication suggested in January, April, July and October. The Committee members may forward information for publication to the Editor in the month preceding the quarterly newsletters.
3. The Editor shall review the minutes for each Board of Directors meeting on the society's website to determine updates for the newsletter. Additional topics will be forwarded by the President as appropriate.
4. The Newsletter Committee chair will prepare an annual committee chair report for the membership to be presented at the OSHP Annual Meeting.
5. The following dates shall contain the corresponding publications:
  - a. 1<sup>st</sup> Quarter- Call for Officer Nominations, Scholarship and Awards nominations
  - b. 2<sup>nd</sup> Quarter- Yearly C.E. Summary for Eastern and Western Districts
  - c. 3<sup>rd</sup> Quarter- Delegate report
  - d. 4<sup>th</sup> Quarter-Call for ASHP Delegates

Approved 3-92. Revised 2-13. Reviewed 8-18



## **Membership Committee**

This committee shall be responsible for the recruitment and retention of the OSHP membership, and shall be conducted as follows:

1. Consider mechanisms to increase OSHP membership and ways to maintain current membership. Submit any proposals to the OSHP Board of Directors.
2. Work with the OSHP Staff Secretary to complete the membership renewal process. Mail out membership renewal forms on October 1. Mail additional membership renewal forms on January 1 (for those who have not yet renewed).
3. Prepare an annual committee chair report for the membership to be presented at the OSHP Annual Meeting.

Approved 2-13. Revised 8-18





## Nominations Committee

This committee shall be conducted as follows:

1. Conduct the Annual ASHP House of Delegates Election for the state of Oklahoma. The exact deadline and a mailing list will be provided by ASHP. A call for delegates along with preparation and counting of ballots should be accomplished by mid-December. The call for nominations and ballots should go to all ASHP members in the state of Oklahoma. When possible, electronic ballots and electronic voting should be used to facilitate this process.
2. Conduct annual OSHP officer elections with a goal of at least two candidates for each office. Officers should be elected prior to the Annual Meeting.
  - District elections: Members vote for the District Chairs in their respective district ONLY Ballots shall be returned within 15 days.
  - The Nominations Committee should supervise the mailing and counting of ballots. When possible, electronic ballots and electronic voting should be used to facilitate this process.
3. Notify candidates, OSHP Board of Directors, and ASHP of election results for officers and delegates.
4. Publish timely pre-election notice(s) in the OSHP Newsletter. (Call for ASHP Delegates deadline-November, Call for OSHP Officer Nominations deadline-February)
5. Prepare an annual committee chair report for the membership to be presented at the OSHP Annual Meeting.

Approved 2-13. Reviewed 8-18



## Legislative Committee

This committee shall be conducted as follows:

1. Keep abreast of health-related legislation on a state and national level. Report to the OSHP Board of Directors as needed.
2. Report to the Newsletter Committee activities for publication as required.
3. Work with the Oklahoma Pharmacists Association (OPhA), the Oklahoma Board of Pharmacy (OSBP), and other state pharmacy organizations in an effort to present a unified front for pharmacy on all legislation relative to pharmacy practice.
4. Participate in and encourage membership participation in the Pharmacy Legislative Day. Work with the Newsletter Committee to announce needed participation in Pharmacy Legislative Day.
5. Review legislative activities and avenues of other organizations and bring forth to the OSHP Board of Directors any recommendations/proposals for any actions that would further the political standing of OSHP.
6. Prepare an annual committee chair report for the membership to be presented at the OSHP Annual Meeting.

Approved 2-13. Reviewed 8-18



## OSHP Guidelines and Policies

### **Finance Committee**

This committee shall assist with budget preparation and financial review as requested by the Board of Directors, and shall be conducted as follows:

1. Have the responsibility of preparing a budget for the succeeding year which will be submitted to the OSHP Board of Directors. The Committee shall meet in late fall to prepare a budget to be approved at the November or December Board of Directors meeting.
2. Prepare an annual committee chair report for the membership to be presented at the OSHP Annual Meeting.
3. Keep approximately two year's operating expenses in the OSHP checking account. Evaluate annually the amount to keep in the OSHP CD accounts

Approved 2-13. Revised 8-18



## Scholarships and Awards Committee

This committee shall be conducted as follows:

1. Complete the selection process for the OSHP Continuing Excellence Award and recommend to the Board 6 weeks prior to the Annual Meeting as per OSHP criteria. Work with the Newsletter Committee to announce award. For the Continuing Excellence Award, notify recipient's administrative liaison and CEO of their organization within 1 month following the Annual Meeting.
2. Coordinate membership notification for the Continuing Excellence Award with the Newsletter Chairman along with the Eastern and Western District Chairs.
3. Work with OU and SWOSU in the selection process for the Student Scholarships and Student Senior Awards and report to the Board.
4. Upon approval of the Board, have the OSHP Secretary obtain the appropriate plaques and/or certificates and other awards two (2) weeks prior to the Annual Meeting.
5. Complete the selection process from submitted candidates for the Sylvia J. Martin Outstanding Technician Award and recommend to the Board 6 weeks prior to the Annual Meeting as per developed criteria. Work with the Newsletter Committee to announce award. For the Sylvia J. Martin Outstanding Technician Award, notify recipient's administrative liaison and CEO of their organization within 1 month following the Annual Meeting.
6. Present the awards at the OSHP Annual Meeting. This should be done by the Scholarship and Awards Committee Chair or their designee.
7. Prepare an annual committee chair report for the membership to be presented at the OSHP Annual Meeting.

Approved 2-13. Reviewed 8-18



## **Social Media and Communications Committee**

This committee shall be conducted as follows:

1. Update and maintain the OSHP website and social media venues in coordination with the Board of Directors and the Staff Secretary
2. Consider mechanisms to increase OSHP member engagement via the website and other social media venues.
3. Prepare an annual committee chair report for the membership to be presented at the OSHP Annual Meeting.

Approved 8-18



## **Duties of Committee Chair(s )**

1. The committee chair(s) shall:

- A. Call meetings as necessary to conduct the business of the committee.
- B. Preside over such meetings.
- C. Attend meetings of the Board of Directors and report any activities of the committee as needed.
- D. Submit a written and/or electronic report of the Committee activities for the year to be presented at the Annual Meeting.

Approved 8-18



## **Board Liaisons to the Standing Committees**

1. Each of the standing committees shall be assigned a board member that will be a liaison between the committee and the Board of Directors.
2. The board liaison shall be included on all committee communications and invited to all committee meetings for the assigned committee.
3. The board liaison shall communicate with the committee chair the pertinent bylaws, policies, and guidelines as they relate to the specified committee.

Approved 2-13. Reviewed 8-18



## Ad Hoc Committees

1. The Board of Directors may from time to time, establish an Ad Hoc Committee, and Advisory Committee, and/or a Task Force as it deems appropriate.
2. Ad Hoc Committees, Advisory Committees and/or Task Forces shall be discontinued by the Board of Directors when their recommendations upon the specified initiative or matter have been provided and further recommendations are no longer required.

Approved 8-18





# **Chapter III**

## **Awards and Recognition**



## Health-System Pharmacist of the Year Award

- 1.0 There shall be a consistent method for nomination and selection of the OSHP Health-System Pharmacist of the Year.
- 2.0 The award will be presented annually to an individual meeting the minimum criteria:
  - 2.1 Service to the profession and specifically health-system pharmacy
  - 2.2 Contributions to pharmacy programs
  - 2.3 Cooperation with the entire health care team
  - 2.4 Service to the community
- 3.0 The Selection Committee for the award will consist of all past recipients of the award and will be considered the official electorate for the award.
- 4.0 The Selection Committee will be chaired by the immediate past recipient of the award or an appointee of the President if the individual is unable to serve.
- 5.0 Sponsorship
  - 5.1 The award will be sponsored by the Oklahoma Society of Health-System Pharmacists.
- 6.0 Nominations
  - 6.1 The Selection Committee Chair will be responsible for canvassing nominations from the active members through:
    - 6.1.1 A formal written and/or electronic correspondence to be distributed no later than 12 weeks prior to the Annual Meeting;
    - 6.1.3 Coordination of a verbal announcement at the January and/or February District meetings.
  - 6.2 Nominations must be submitted in written and/or electronic format including justification of the nominee's worthiness and activities. Nominations must be received by the Chair no later than 8 weeks prior to the Annual Meeting.
  - 6.3 Written and/or electronic acknowledgement to those individuals submitting nominations will be processed by the Chair no later than 6 weeks prior to the Annual Meeting.



7.0 Selection Process:

- 7.1 Nominations will be compiled by the Chair into a blinded ballot form and distributed to committee members. The ballot is to be returned to the Chair no later than 6 weeks prior to the Annual Meeting.
- 7.2 The Chair shall reserve voting in case there is a tie vote, at which time the Chair will cast his or her vote.
- 7.3 The Chair shall notify the President of the completion of the selection process. The name of the recipient will not be divulged. The Chair shall maintain strict confidentiality of all material during the nomination and selection process.

8.0 Presentation

- 8.1 The award will be presented during the awards banquet at the OSHP Annual Meeting by the Chair or their designee.

9.0 Recipient Database

- 9.1 A database of past recipients of the award will be maintained via manual or computerized means by the OSHP Staff Secretary and include the following data:
  - 9.1.1 Name
  - 9.1.2 Preferred email address
  - 9.1.3 Mailing address and telephone number (if available)
  - 9.1.4 Year of Award
- 9.2 A listing of past recipients and year of award should be maintained on the society's webpage and kept by the current award recipient.
- 9.3 The Chair shall submit an updated past recipients contact list and an updated list of key dates and correspondence templates for the nomination process to the OSHP Staff Secretary and to the new recipient of the award within 4 weeks after the award is conferred.

Approved 11-88. Reviewed 3-92. Revised 2-13 & 5-18.



## Outstanding Service Award

1. Purpose:

The purpose of the award is to recognize the outgoing District Chair and Secretary or Treasurer for their contribution to the Society.

2. Selection:

The outgoing District Chair and Secretary or Treasurer shall receive this award at the Annual Meeting of the Society.

3. Sponsors:

The Outstanding Service Award is sponsored by the Oklahoma Society of Health-System Pharmacists.

Approved 4-92. Revised 4-99 & 2-13. Reviewed 8-18



## Past President's Award

1. Purpose:

The purpose of the award is to recognize the outgoing Immediate Past President for his or her contribution to the society.

2. Selection:

The outgoing Immediate Past President shall receive this award at the Annual Meeting of the Society.

3. Sponsors:

The Immediate Past President's Award is sponsored by the Oklahoma Society of Health-System Pharmacists.

Approved 3-92. Revised 2-13. Reviewed 4-99 & 8-18.



## Presidential Award

1. Purpose:

The purpose of this award is to recognize the outgoing President for his or her contribution to the Society.

2. Selection:

The outgoing President shall receive this award at the Annual Meeting of the Society upon completion of his or her presidential term.

3. Sponsors:

The Presidential Leadership Award is sponsored by the Oklahoma Society of Health-System Pharmacists and the American Society of Health-System Pharmacists.

Approved 3-92. Revised 4-99 & 2-13. Reviewed 8-18



## Sylvia J. Martin Outstanding Technician Award

*This award was created in 1998 to honor the memory of Sylvia J. Martin, a pharmacy technician at Mercy Health Center in Oklahoma City. Sylvia served as a technician from 1992 until her untimely death on December 14, 1997, following a brief illness. Sylvia was a dependable and proficient technician in a busy ICU/surgery satellite pharmacy. Sylvia always took the time to extend a hand of kindness and friendship to everyone. She developed professional relationships outside the pharmacy department and earned the respect of physicians, nurses, chaplains, and other health care workers. She demonstrated a genuine concern for the welfare of patients. She was devoted to her family and faith and took great pride in being a mom for her two young children, Ryan and Kayla. Despite a busy schedule, she lent her considerable athletic talents to the Mercy softball and basketball teams. Both teams raised funds for local charities. She was recognized by her colleagues as an “Outstanding Technician” for the strong personal and professional example she was for all of us.*

### Purpose

The purpose of the award is to recognize outstanding Oklahoma Health-System pharmacy technicians.

### Conditions

This award may or may not be given annually depending on the qualifications of applicants. There should not be more than one application/nomination for the same institution each year. All applicants will be reviewed and voted upon by the Scholarship and Awards Committee of OSHP with final approval by the Board of Directors.

### Requirements

- At least two letters of recommendation (minimum of one from a Registered Pharmacist; the second should also be from a pharmacist or another health care professional or administrator who has worked with the technician)
- Completed application from technician
- Current Oklahoma pharmacy technician permit
- OSHP membership preferred

**Suggested data to include in nomination letters** (please see [www.OSHP.net](http://www.OSHP.net) for nomination information)

\*Technician’s full name

\*Technician’s Oklahoma permit number

\*Technician’s current title

\*Technician’s employment history at institution

# Examples of technician’s contributions to the pharmacy department and/or to the institution

# Examples of technician’s recognition by the pharmacy department and/or by the institution

# Examples of achievements at institution

# Examples of technician’s community service activities and/or recognition

# Examples of other items that you would like the committee to consider

Technician’s national certification status (if known)

Technician’s previous employment history (if pharmacy related and/or pertinent)



## OSHP Guidelines and Policies

Technician's membership in OSHP (if known)

Technician's membership in other professional organizations

Technician's participation in continuing education or other educational programs

\*Required information

# Please provide information for at least one of these categories

**Information to be obtained from the technician, once nominated** (please see [www.OSHP.net](http://www.OSHP.net) for the information sheet)

Name

Address

Telephone Number

E-mail Address

Birth date

Oklahoma technician License #

PTCB certification status

Other technician permits or certification status

Formal Technician Training status

Current institution/site

Years worked as a technician in health-system pharmacy

Pharmacy employment history

Professional membership(s), including OSHP

Social network announcement preference

### **Award**

Five-year OSHP membership

Plaque

Press release (+/- social media announcements)

Recognition at the OSHP Annual Meeting

All nominations should be submitted no later than 6 weeks prior to the Annual Meeting to:

Oklahoma Society of Health-System Pharmacists

P.O. Box 2371

Oklahoma City, OK 73101-2371

Approved 4-99. Revised 2-13 & 8-18.





## OSHP Student Awards

1.0 To recognize outstanding students in the area of health-system pharmacy practice at Southwestern Oklahoma State University (SWOSU) and the University of Oklahoma (OU).

2.0 Selection

2.1 Outstanding Student in Health-System Pharmacy Award

Each college of pharmacy will submit the name of one recipient for the Outstanding Student in Health-System Pharmacy Award. The OSHP Outstanding Student Award will be presented at each individual College of Pharmacy ceremony preferably by an OSHP representative as determined by the Board of Directors.

2.2 OSHP Scholarship Award

Submissions for student scholarships should be received by the OSHP no later than six weeks prior to the OSHP Annual Meeting. There will be one scholarship recipient from OU and one recipient from SWOSU. The scholarship recipients will be selected by the OSHP Scholarship and Awards committee. The recipient shall be notified 2 weeks prior to the OSHP Annual Meeting. The OSHP Scholarship Award will be presented by the OSHP President or Scholarship and Awards Committee Chair at the OSHP Annual Meeting awards ceremony.

3.0 Eligibility

3.1 Outstanding Student in Health-System Pharmacy Award- Any graduating senior who has demonstrated excellence in health-system pharmacy practice.

3.2 OSHP Scholarship Award-Submission of the appropriate application to the OSHP Scholarship and Awards Committee by any student in the academic year prior to graduation. Preference will be given to those active in the student chapter of OSHP, OSHP, or ASHP.

4.0 Sponsor

The Society will provide sponsorship for all 4 awards as follows:

4.1 OSHP Outstanding Student Award-Plaque, a Letter of Congratulations, and a one-year membership to OSHP and ASHP. The ASHP membership is to be paid by OSHP upon submission of the ASHP membership application to the OSHP Treasurer by the award recipient.

4.2 OSHP Scholarship Award- Letter of Congratulations and a \$1500 check.



## OSHP Guidelines and Policies

- 4.3 The OSHP Scholarship and Awards Committee is encouraged to coordinate an annual fundraiser (e.g. raffle, silent auction) to support funding of the Outstanding Student and Scholarship Awards.

Approved 4-99. Revised 8-08 & 2-13 & 8-18.



## Continuing Excellence Program

**Purpose:** The purpose of OSHP's Continuing Excellence Program is to recognize health-system pharmacy practitioners for their continuing excellence in advancing the profession of pharmacy in Oklahoma.

The OSHP Continuing Excellence Program is designed to:

1. Stimulate pharmacists to use their expertise and to become more actively involved in their hospital and communities;
2. Provide public relations for OSHP, and the profession of Pharmacy in Oklahoma;
3. Be accessible to practitioners in all sizes of hospitals and in all areas of the state;
4. Recognize all job descriptions (i.e., staff, supervisors, faculty, and directors);
5. Recognize pharmacists who demonstrate a variety of services to their community.

Although attendance at continuing education programs is recognized, presentations to peers and professional involvement with other health professionals and patients are important components of this program.

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**Program Description:** The OSHP Continuing Excellence Program requires members to submit documentation of their involvement in three categories of service:

- Category I: Continuing education programs currently recognized for continuing education credits by the Oklahoma State Board of Pharmacy and applicable for re-licensure. One hour of continuing education qualifies for one hour of credit.
- Category II: Activities associated primarily with Pharmacist-to-Pharmacist interactions.
- Category III: Participation in programs or activities with health professionals, patients, and the public.

Examples of credits awarded for each category are shown in Table I.

A total of 50 credits must be attained in a calendar year to be eligible for the Continuing Excellence Award. Practitioners must submit required documentation of participation to receive the award. The OSHP Scholarship and Awards Committee will review all applications. Awards will be presented at the OSHP Annual Meeting.

### Administrative Criteria:

1. All active and honorary OSHP members may apply for the award.
2. Each year OSHP members will be notified of the program by a direct communication and when possible additional information will be published in the OSHP newsletter.



## OSHP Guidelines and Policies

3. Pharmacists wishing to be considered for the award must submit documentation to the Chair of the OSHP Scholarship and Awards Committee.
4. There are no limits to the number of people who can be recognized each year. However, only one award will be given to any one participant in any year. Credits do not "carry over" or accumulate, and all required credits must be attained in one calendar year.
5. The Scholarship and Awards Committee Chair will coordinate examination of applications and notification of successful applicants.
6. Awards will be given at the OSHP Annual Meeting during the Awards Banquet. Attendance at the banquet is highly recommended but not mandatory.

7. <b>Category</b>	<b>Description</b>	<b>Required Credits</b>
I	Oklahoma Board of Pharmacy approved continuing education (1 CE hour = 1 credit)	30
II	Pharmacist-to-Pharmacist activities	10
III	Pharmacist interactions with health professionals, patients, and the public	10

8. Clarification of the number of credits awarded, areas covered, etc. may be obtained from the Chair of the Scholarship and Awards Committee. Appeals will be considered by the OSHP Board of Directors.
9. No credit will be given for any in-service or class given as part of one's job (i.e., college lectures by faculty, attendance at P&T meetings, or other duties listed in one's job description).
10. No additional credit will be given to OSHP officers for participation in performance of their elected office (i.e., the President's article in the OSHP Newsletter, or attending the OPhA meeting to bring greetings from OSHP). Board liaisons to committees will not receive additional credits since that is one of the duties of office.
11. An annual award will be given for the demonstration of Continuing Excellence in the profession of pharmacy.

Awards will be as follows:

- a. An OSHP plaque noting the recipient's accomplishment in attaining Continuing Excellence;
- b. Press release to local newspapers and the institution's newsletter (if applicable);
- c. Letter of commendation to the Hospital Administrator and Pharmacy Director (if applicable) of the recipient's institution;
- d. Free registration for each recipient to the OSHP Annual Meeting at which the award is presented.



## **CATEGORY I-Oklahoma Board of Pharmacy or ACPE-Approved Continuing Education Programs\***

Examples (not an inclusive list):

OSHP CE meetings

OPhA CE meetings

ASHP CE meetings

ACPE-approved CE presentations or correspondence programs

Other programs meeting Oklahoma Board of Pharmacy requirements

\* One CE contact hour = one credit

## **CATEGORY II-Pharmacist-to-Pharmacist Interactions#**

Journal club presentation

Lecture to hospital pharmacy staff

Lecture to students and other work with a college<sup>1</sup>

Intern/preceptor interactions<sup>2</sup>

Article in OSHP newsletter<sup>3</sup>

OSHP office/committee duties

Serving on an ASHP (or other national organization) Council or Committee

Office/committee duties in other pharmacy local/regional/national/international organizations

Lecture/poster at professional meeting (local, regional, national, etc.)

Serving as ASHP officer or delegate to the Annual Meeting

Any journal publication

Webinar presentation

Mentoring programs

#One credit = one hour. A maximum of two credits may be awarded for each activity/encounter even if the actual time spent on the activity/encounter was greater than two hours. No more than 6 credits may be claimed in any one of the line items listed above.

(1) lecture(s) may not be part of employment

(2) to claim intern/preceptor interaction, you must be a licensed preceptor and must give direct instruction

(3) may not be articles done as part of office (i.e., President's column, etc.)



**CATEGORY III-Pharmacist Interactions with Health Professionals/Patients/Public<sup>+</sup>**

Professional interactions with other health practitioners: provision of pharmacy knowledge to a group

Examples:

- a. Presentations to service organizations (e.g. American Cancer Society Meeting)
- b. Representation on committees with other disciplines
- c. Nursing or physician lectures, orientation programs, etc.
- d. Service on local committees (Board of Home Health, Mental Health Agency, etc.)
- e. Teaching first aid, BCLS, etc.
- f. Preparation of an article for your hospital newsletter
- g. Journal article in non-pharmacy professional publication

Professional interactions with patients/community groups:

Examples:

- a. Drug abuse, poison prevention, or pharmacy career opportunity lectures to schools
- b. Newspaper article on a pharmacy topic
- c. Working at an OSHP booth in a mall
- d. Staffing at a free medical clinic
- e. Presentation to a local group (Kiwanis, PTA, Senior Citizens Group, etc.) on a pharmacy topic
- f. Poison education lecture
- g. Presentation to health-system staff
- h. Television/radio interview on a pharmacy topic

<sup>+</sup>One credit = one hour. A maximum of two credits may be awarded for each activity/encounter even if the actual time spent on the activity/encounter was greater than two hours. Not more than 6 credits may be claimed in any one line item listed above.

Approved 8-87. Revised 4-99 & 2-13 & 11-18



# **Chapter IV:**

## **Administrative Guidelines & Policies**



## **Financial Guideline for Budget Preparation**

As expenses of the pharmaceutical industry are more closely examined by the public and governmental interests, it is prudent to minimize the financial risks if vendor support becomes less available. Therefore it is recommended that OSHP total financial assets should not fall below levels that would meet expenses for six months of a twelve month budget.

Approved 3-93. Revised 4-99. Reviewed 2-13 & 8-18





## Meeting Registration Fee Guidelines

Because State-wide meetings account for significant revenue for support of the Society, it is imperative that Society meetings have net profit. The Fall and Annual Meetings should at a minimum cover the costs of the program and are expected to make a profit.

Approved 3-93. Reviewed 4-99 & 8-18. Revised 2-13.



## Honorariums

The Society will provide educational programs for their membership in the Eastern and Western Districts as well as State-wide meetings. The respective Chair in each district or the Program Committee Chair will organize these programs. Speakers will be paid an honorarium of \$300/hour with a maximum of \$500 total. The Program Chair is authorized to offer no more than travel expenses and registration for panel members and pharmacy resident presenters. Any honorariums greater than \$500 from Society funds will be pre-approved by the Board. The District Chair(s)/Program Committee Chair will attempt drug company sponsorship prior to the Society payment. The dollar amount of the vendor sponsorship honorarium may be negotiated by the payer.

Approved 7-88. Reviewed 11-91 & 4-99 & 8-18. Revised 8-05 & 2-13.



OSHP Guidelines and Policies

## **Expenditure Approval Policy**

Limited expenditures undertaken on behalf of the Society by Board members or their agent(s) may ensue at the discretion of the President without general Board approval. The limit of said expenditures shall not exceed \$250.00 per purchase.

Approved 7-88. Reviewed 11-91 & 4-99 & 8-18. Revised 8-05 & 2-13.



## Officer Installation

(Adopted from the ASHP President-Elect Organization Manual)

The installation ceremony should remind the members of the aims and ideals of the Society and challenge the new officers to lead the members toward these goals.

The ceremony may be conducted by a Past President, a visiting ASHP officer/staff member, or the retiring President. A brief statement of the responsibilities and objectives to be met by the new officers may precede the oath of office. All participants in the installation ceremony must be adequately briefed so that it will run smoothly.

The following ceremony is to serve as a guide for officers. Portions may be omitted or interchanged. The installing officer should, upon being introduced, take his place at the lectern. The incoming officers should be introduced and then aligned in front of, or to one side of, the lectern.

Installation:

1. Introduction of installing officer
2. Opening remarks of the installing officer
3. Installing officer reads the duties of the officers being installed from the Administrative Manual.
4. Oath of office administered to incoming officer(s).

*I accept the office, to which I have been elected **(pause for repeat)***

*And promise to carry out my duties fully and faithfully, to the best of my ability **(pause for repeat)***

*And to abide by and support the Constitution and Bylaws of the Oklahoma Society of Health-System Pharmacists.*

Approved 4-99. Reviewed 2-13 & 8-18.



OSHP Guidelines and Policies

## **OSHP Support of ASHP Clinical Skills Competition**

Pharmacy students from either OUCOP or SWOSU who will be representing their college in the ASHP Clinical Skills Competition are eligible to receive, on request, \$250 per student (maximum of \$1,000 per year) to help defray the cost of attending the meeting.

Approved 11-97. Reviewed 4-99 & 2-13 & 8-18.



## **Commitment of Oklahoma Society of Health-System Pharmacists (OSHP) to their affiliated Student Chapters of Southwestern Oklahoma State University (SWOSU) and the University of Oklahoma (OU)**

We, the Oklahoma Society of Health-System Pharmacists, support the objective of the student chapters in the State of Oklahoma in promoting interest in health-system pharmacy at the student level.

We pledge to support this objective by offering the following assistance:

1. To offer reduced registration fees to all pharmacy students at SWOSU and OU to all continuing education meetings sponsored by OSHP.
2. To include all members of the student chapters in regular OSHP communications. Student chapter faculty advisors will also receive OSHP communications for chapter notification.
3. To encourage student participation at district and statewide meetings.
4. To support educational meetings of the student chapters by providing speakers from among the membership, whenever possible.
5. To send official representatives of OSHP to student activities and school events, whenever possible.
6. To coordinate opportunities for employment between pharmacy students and pharmacy graduates.
7. Upon receipt of the student membership list, the Board will forward \$250.00 to be applied to chapter expenses. Membership lists may be received once per academic year for expense reimbursement.
8. To fund, whenever possible, special student activities and events based upon an estimated budget and expense report reviewed by the OSHP Board of Directors.
9. To include a representative from each of the student chapters as a non-voting member on the OSHP Board of Directors.

Approved 7-88. Reviewed 11-91 & 4-99 & 8-18. Revised 8-05 & 2-13.



## Membership Renewal Policy

A standardized membership renewal form is to be mailed to each active member annually on October 1 for renewal applicable to the upcoming calendar year. Membership renewal may also be completed online through completion of the membership application on the society's website. The OSHP Board of Directors will establish the membership fee in accordance with the Bylaws. Individuals desiring to join OSHP shall pay the current annual fee as established by the Board of Directors in accordance with the Bylaws. New members who join after July 1 will have extended membership through December 31 of the following calendar year.

Members must be made aware that membership extends only for the calendar year (January 1-December 31).

### Calendar for Membership Renewal

October 1      Mail membership renewal forms for upcoming calendar year

All membership renewals received must be entered into the database as paid in the current membership renewal year regardless of when actually received (i.e., payment received 12/1 of previous year must be entered in the database as paid 1/1 of current membership renewal year).

February 1     All non-paid members will become inactive members in the database.

All files dated three years and prior to the current membership renewal year in the inactive membership database will be purged.

Within the first two weeks of January, after inactivating non-paid members and purging inactive member files, a letter notifying the member(s) of their inactive status will be mailed by the Membership Committee.

Approved 7-88. Reviewed 11-91 & 4-99 & 8-18. Revised 8-05 & 2-13.



## Access to Membership Roster

1. Access to the membership roster may be granted for:
  - 1.1 Organizations or groups wishing to promote a specific event which will provide education or other professional enrichment to the membership;
  - 1.2 Institutional healthcare providers wishing to advertise current employment opportunities to the membership; and in
  - 1.3 Other situations discussed and approved by the OSHP Board of Directors.
2. The requested communication should be sent to the OSHP Board for approval. The OSHP Staff Secretary will send the approved communication to the current membership roster. Upon request, the OSHP Board will consider releasing a copy of the membership roster in label format. Access to or release of the membership roster will be with the understanding that it can only be used once and for the approved purpose. The information may not be copied or redistributed without prior permission from the Board.
4. The following information must be supplied to the Secretary of the Society prior to the release of the membership roster:
  - 4.1 Name and address of the requesting group;
  - 4.2 Intended use of the information;
  - 4.3 Statement as to the anticipated benefit to OSHP members;
  - 4.4 Acceptance of the one-time use, redistribution prohibition, and fee;
  - 4.5 Information as to how the membership roster should be compiled, i.e. alphabetical, etc.;
  - 4.6 Desired means of communication (i.e. website, email, or request for roster).
5. The fee charged for access to or release of the membership roster will be:
  - 5.1 \$100 for posting to the website
  - 5.2 \$50 for survey distribution by email from the Staff Secretary
  - 5.3 \$500 for release of a membership roster in label format
  - 5.4 The OSHP Board may determine an alternate fee based on the nature of the request upon the review and approval of access to the membership roster. Requestors who are not OSHP members may be charged an additional fee that equates to the membership fee.

Approved 7-88. Reviewed 11-91 & 4-99 & 8-18. Revised 8-05 & 2-13.





## Maintaining Minutes of the Society

1. Philosophy/Policy
  - 1.1 Minutes of any Society Board of Directors is important because they represent a legal record of what transpired. If there is any dispute among the parties present at the meeting as to what occurred, the minutes, once approved, are the contemporaneous record of what took place at the meeting. They are a legal document if what occurred at the meeting is ever questioned by a court or government investigative agency.
2. Procedure
  - 2.1 The minutes should represent a record of what was done, not what was said by those in attendance. The report should not reflect the recorder's sentiments or opinions on anything said or done.
  - 2.2 Minutes are recorded by the Secretary of the Society as directed in accordance with the OSHP Bylaws and Administrative Manual.
  - 2.3 The minutes shall show the place, date, and time of the meeting. A statement of whether this was a regular or special meeting should be included.
  - 2.4 The minutes should reflect who was present, including guests, and an appropriate title or identification for each one.
  - 2.5 The minutes shall state the presence of a quorum as defined by the OSHP Bylaws.
  - 2.6 The minutes for consideration and ratification shall be distributed prior to the meeting. Any action for a previous meeting shall be noted in the current minutes. If no errors are noted, the minutes should be approved as submitted upon motion made, seconded and adopted. Minutes may be corrected whenever an error is noticed regardless of the time that has elapsed; but after their adoption, when too late to reconsider the vote, they require two-thirds vote for their amendment, unless previous notice of the proposed amendment has been given; then only a majority vote is required.
  - 2.7 The minutes should reflect each report made at the meeting. Only a limited amount of detail concerning the report shall be included in the minutes depending on the action taken. Any written report submitted for consideration should be appended to the final minutes of the Board to provide added background and remove the need for extra verbiage in the Board's minutes.
  - 2.8 The minutes should reflect any business transacted between meetings, e.g. expenditure of funds, signing of contracts, appointments, etc. These actions shall be recognized and ratified separately.



## OSHP Guidelines and Policies

- 2.9 All major actions shall be recorded in the minutes to show disposition of the motion. Recording of the exact outcome of any vote will not be necessary unless it is by roll call or an individual request that a vote be recorded. Withdrawn motions shall not be recorded.
- 2.10 The use of topic sentences or titles as headers may be used to separate the minutes into sections.
- 2.11 All Board minutes shall be posted to the OSHP website within a timely manner upon approval by the Board of Directors.
- 2.12 Minutes shall be signed by the Secretary.

Approved 7-88. Reviewed 11-91 & 4-99 & 8-18. Revised 8-05 & 2-13.



## Document Retention Policy

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition it is important for administrative personnel to know the length of time records should be retained to be in compliance.

Document	Time Period	Responsible Party
Bylaws	Permanent	District Chairs
District Meeting CE (incl. sign-in sheets, grants, OSBP application, etc.)	3 years	District Chairs
Bylaws	Permanent	Past President
Bylaws	Permanent	President
Bylaws	Permanent	President-Elect
Annual Reports	Permanent	Secretary
Bylaws	Permanent	Secretary
Correspondence <ul style="list-style-type: none"> <li>➤ General</li> <li>➤ Legal</li> <li>➤ Members</li> </ul>	2 years Permanent 2 years	Secretary
Meeting Brochures	Permanent	Secretary
Meeting Minutes	Permanent	Secretary
OSHP Historical Documents	Permanent	Secretary
Staff Secretary Contracts	Permanent	Secretary
Delegate Ballots	3 years	Secretary
Membership Application/Renewals	3 years	Secretary



OSHP Guidelines and Policies

Document	Time Period	Responsible Party
Officer Ballots	3 years	Secretary
Statewide Meeting Sign-in  (Statewide meeting documentation maintained by ACPE provider for 6 years)	3 years	Secretary
Membership Database  (At a minimum, to be backed up & a hard copy distributed to BOD on a quarterly basis)	Permanent	Staff Secretary
Bank Statements (e.g. check copies)	3 years	Staff Secretary
Membership Applications/Renewals	3 years	Staff Secretary
Audit Reports	Permanent	Treasurer
Bylaws	Permanent	Treasurer
Other Federal/State Tax Forms  ➤ 1099s ➤ W2s	6 years Permanent	Treasurer
PTCB Affiliation Contracts	Permanent	Treasurer
Staff Secretary Contracts	Permanent	Treasurer
Tax Returns	Permanent	Treasurer
Bank Reconciliations	3 years	Treasurer
Bank Statements (e.g. check copies)	3 years	Treasurer
Online Receipts/Reports	3 years	Treasurer

Files will be maintained by each officer as described above and will be transferred to each new elected officer. A file cabinet containing the records maintained by the Board Secretary is maintained at the Oklahoma Poison Control Center, 940 NE 13<sup>th</sup> Street, Rm 3N3510 Oklahoma City, 73104 (405-271-5062). When a file is added to the file cabinet archive, the respective Board member is responsible for ensuring the upkeep of their documents as outlined above.

Approved 5-09. Revised 4-10 & 2-13. Reviewed 8-18



## Social Media Policy

### PURPOSE:

To define how OSHP Board members will use social media and which sites will be used by OSHP. This policy will also define who will be administrators, how administrators will be determined each year, who will be responsible for passwords and the type of content that will be used on social media.

### POLICY:

OSHP leadership understands and supports the use of social media outlets to promote membership in the Society and in sharing information with its membership base. OSHP has developed this policy to define how social media will be used to promote the profession of pharmacy and the mission of the Society.

### Definitions:

Social media includes forms of electronic communication (i.e. web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos)

For purposes of this policy, social media will include the following applications:

- Facebook
- Twitter
- LinkedIn

### GUIDELINES:

1. Content posted on social media sites by OSHP administrators will be used for the benefit of:
  - a. Disseminating important information impacting the profession of Health-System Pharmacy in our State;
  - b. Promoting membership in the organization;
  - c. Promoting the pharmacy profession;
2. OSHP will post no material that violates any local, state or federal laws and regulations and/or is disruptive, inflammatory, threatening, profane, abusive, harassing, embarrassing, defamatory, obscene, libelous, or is an invasion of another's privacy.
3. OSHP will post no material that might violate patient privacy in any way (information, photos, etc.).



## OSHP Guidelines and Policies

4. Members of OSHP may request posting of information by social media administrators. Content will be reviewed by the administrator and/or other members of the Board (if necessary) prior to posting.
5. OSHP administrators may post photos related to OSHP functions on social media sites, as long as permission has been granted by the person photographed.
6. Administrators of the accounts will be determined by the OSHP Board and upon change of administrator, the password will be reset by the previous administrator and the President of OSHP will be notified. The new account administrator, upon appointment, will receive the password from the President and may change the password. The President (or whoever is delegated) will be given the password in the event that they need to assume administrator responsibilities.
7. The OSHP Board shall determine and control the profile/usernames.
8. The OSHP Board shall be responsible for enforcing the policy.
9. OSHP Board members using their own personal social media accounts need a disclaimer when discussing something that could be interpreted as speaking on behalf of their Board position. The specific language that should be used is: The information or views contained herein do not constitute the official positions of, or an endorsement by the Oklahoma Society of Health-System Pharmacists.

Approved 2-13. Reviewed 8-18.



## ASHP Delegates

ASHP Delegates will be elected according to policies and procedures established by ASHP.

The Society will hold an election of ASHP/OSHP members who reside in Oklahoma. There will be three delegates (number determined by ASHP) elected to serve in the ASHP House of Delegates. One delegate will be chosen in year one and two delegates will be chosen in year two. This sequence will continue so each delegate will maintain continuity in their two-year term. Nominees for delegate will be required to sign an attestation detailing the responsibilities and expectations of the position prior to the voting process. The nominee(s) receiving the largest number of votes will serve as delegate(s).

The alternate delegate will serve only a one-year term. He/she will have received fewer votes than the chosen delegate in descending order. A first and second alternate will be nominated in each election if there are an adequate number of nominees to allow for alternates.

In the event that a delegate should relocate out-of-state, or resign as a delegate from Oklahoma, the next alternate delegate will replace him/her and finish the remainder of the term.

In order to encourage participation in the delegate process by a majority of Oklahomans, the Board will subsidize funding to reimburse delegates (and alternates if required to serve) for expenses to the Regional Delegates Conference and the ASHP Annual Meeting. The delegates (and alternate delegates if required to serve) to the ASHP House of Delegates shall be reimbursed up to \$2000 to attend the ASHP Annual Meeting and up to \$750 for the Regional Conference. The Board of Directors will retain any reimbursement from ASHP for delegate travel support. Additional reimbursement based upon anticipated expenses, may be authorized by the Board of Directors.

Approved 7-88. Reviewed 11-91 & 4-99. Revised 8-05 & 2-13 & 11-17



## Reimbursement Policy

While the Society wishes to encourage the most economical use of funds available in support of its programs and activities, it is recognized that individuals participate without recompense and often at some personal sacrifice. This is why the Society has tried to make its reimbursement policy as liberal as possible. Members of the Board of Directors are encouraged to obtain financial support for their professional activities from their respective employers where possible.

1. Expense reports should be submitted to the Treasurer within two weeks after completion of the trip.
2. It is the policy of the Society to reimburse for travel expenses on the basis of actual expenditures involved in attending officially called meetings or officially recognized events.

Persons traveling on Society business are entitled to transportation, accommodations and service which meet reasonable and adequate standards for convenience, safety and comfort. In applying this general policy, it is the hope that those traveling for the Society will use the same care in incurring expenses that would be used if traveling at personal expense.

When air transportation is used, less than first class accommodations are considered generally as constituting convenient, safe and comfortable service. When automobile transportation is used, reimbursement will be made at the current rate of the Internal Revenue Service for the active year. However, mileage reimbursement will be limited to jet tourist/economy transportation cost.

No travel expenses shall be paid for attending Board Meetings or invitational activities if they are within the officer's base residence area, e.g. if the officer is based in Oklahoma City and a meeting is at the OPhA headquarters, no travel is paid.

Persons traveling on Society business are requested to directly pay their individual expenses and file reimbursement vouchers.

3. The following reimbursement policy is in effect for meals:
  - a) To advise individuals traveling on official Society business that this policy applies whether meals are taken on an individual or group basis; and,
  - b) The policy will adhere to Internal Revenue Service guidelines for appropriate reimbursement of expenses relating to meals and travel expenses incurred.
4. The President shall be reimbursed in the manner described above for the following officially recognized events:
  - a) Board of Directors meetings
  - b) Society sponsored statewide educational seminars





## OSHP Guidelines and Policies

- c) Travel for attendance at district meetings outside of their base residence area
  - d) Attendance at either the ASHP Annual or Midyear Clinical Meeting
  - e) Attendance at the ASHP President's Conference
  - f) Attendance at the OPhA Annual Meeting
  - g) Ticket to Pharmacy Legislative Day in Oklahoma
  - h) Attendance at other functions as the official representative of OSHP
5. The other officers of the Board shall be reimbursed in the manner described above for the following officially recognized events:
    - a) Board of Directors meetings
    - b) Travel for attendance to complete the duties of the office
  6. The OSHP Board of Directors will be exempt from all OSHP meeting registration fees.
  7. Program speakers (those giving formal presentations) will be exempt from meeting registration fees.
  8. The delegates and alternate delegates to the House of Delegates shall be reimbursed as outlined in the ASHP Delegate Policy.
  9. Committee chair(s) and committee members are eligible for reimbursement of expenses necessary to complete the responsibilities of the positions. Reimbursement will be presented to the Board for their consideration.
  10. Committee chair(s) shall be reimbursed in the manner described above for the following official recognized events:
    - a) Board of Directors meetings for which their attendance is requested
    - b) Ticket to Pharmacy Legislative Day in Oklahoma for Legislative Committee Chair(s)
    - c) Registration for Program Committee Chair(s) and Vendor Showcase Chair (if a Vendor Showcase occurs during specific meeting) to Fall Meeting and Annual Meeting
    - d) Registration for the Residency Showcase Chair to the Fall Meeting and Annual Meeting if, in addition to the Residency Showcase for the Fall Meeting, this person also coordinates the resident project presentations for the Annual Meeting.
  11. Reimbursement anticipated to be greater than \$250.00 shall be pre-approved by the Board of Directors.

Approved 7-88. Reviewed 11-91 & 4-99 & 8-18. Revised 8-05 & 2-13.



## **OSHP Support of Candidates Seeking ASHP Elected Office**

All candidates requesting support of OSHP for elected ASHP offices will be required to complete a questionnaire and return the completed form to the OSHP President by November 1<sup>st</sup>. A curriculum vitae will also be required.

The OSHP Board of Directors will review all documents and will strive to support the nomination of not more than one candidate for each available position. All in-state candidates will be contacted by the President to make available a list of potential candidates and to reconfirm their intentions to run for the elected office.

Those candidates receiving OSHP support will be announced at the open hearing held at the Midyear Clinical Meeting in December. All candidates will be notified in writing of the Board's decision prior to the Midyear Clinical Meeting.

The Board may choose not to support any candidate for an elected office, if they so desire.

Any candidate wishing to appeal the Board's decision should do so in writing to the OSHP President prior to January 1<sup>st</sup>. The candidate will receive a reply to the appeal prior to March 1<sup>st</sup>.

Approved 9-87. Revised 3-92, 4-99, & 2-13. Reviewed 8-18.



## **ASHP National Survey Completion Policy**

When completing surveys from the American Society of Health-System Pharmacists (ASHP) and other professional organizations, the entire Board of Directors and others with relevant experience and organizational knowledge will participate in this process. This allows the entire Board to provide input, rather than just one person or a small number of individuals. Exceptions may occur if an immediate response to the survey is required or at the discretion of the President.

Approved 12-10. Reviewed 2-13 & 8-18.



## Conflict of Interest Disclosure

OSHP Board of Directors and Committee Chairs (collectively “Representatives”) are responsible for the direction of the business and professional affairs of OSHP. By accepting the duties and responsibilities associated with each Representative’s position within OSHP, each Representative is expected to act only and at all times in the best interest of the organization and its membership. OSHP’s interest must prevail over individual interests and influences so that conflicts of interest are minimized and that information gained through service to OSHP is not used to one’s personal benefit or to the benefit of any conflicting third party.

Therefore, there is a professional obligation to provide advanced written disclosure to OSHP of any actual or perceived conflicts of interest (financial or otherwise) that may (1) bias or influence the individual’s decision making regarding a program, policy, or activity under consideration by OSHP, or (2) create an unfair competitive advantage for any individual person, outside organization, or third party. A Representative with a conflict of interest or bias shall not vote on matters where the conflict or bias is applicable and shall not participate in discussions as advocates on matters affecting their own interests at Board and/or committee meetings. A continuing conflict that cannot be resolved through abstinence in voting or participation in discussions may best be resolved by the Representative considering resignation from the OSHP position.

The OSHP Board of Directors and Committee Chairs shall complete the Conflict of Interest Declaration Form annually. Disclosure is a continuing obligation, and in addition to the annual completion of this form, the Board will be kept updated of any changes or new information that was not previously disclosed.

Approved 2-13. Reviewed 8-18.



## OSHP Guidelines and Policies

### **Job Listing Policy**

The Oklahoma Society of Health-System Pharmacists offers Pharmacy Employment Listings to its members at a non-refundable reduced rate: \$50.00/per listing, running for a maximum of three (3) months. If you run two listings, your cost will be \$100.00, etc. After three (3) months, unless otherwise notified, the listings will be removed.

For non-OSHP members, the non-refundable rate is \$100.00/per listing, running for a maximum for 3 months.

Payment must be received prior to posting.

Approved 2-13. Reviewed 8-18.



## Strategic Planning

Strategic planning by OSHP shall be ongoing so as to prepare the organization for the future and enable it to adapt to changes in the social, political, and professional healthcare environment.

### PROCEDURE:

1. An annual strategic planning session shall occur as part of a Board meeting or a retreat.
2. Poll members as needed to provide information on membership concerns and needs that relate to the strategic plan.
3. Collect other data as needed to use in the strategic planning process.
4. Provide information through Society publications and/or the Annual Meeting to keep the membership aware of strategic planning activities.

### STRATEGIC PLANNING SESSION

The purpose of the Strategic Planning Session is to:

- a. Review the strategic planning process
- b. Review the Society mission statement
- c. Assess environmental factors affecting the membership
- d. Identify general objectives for the Society
- e. Establish priorities and strategies
- f. Assign responsibility for those strategies
- g. Assess the impact on Society resources

Approved 2-13. Reviewed 8-18.



## Updating Policies and Guidelines

**POLICY:** The function of the Guideline and Procedure Manual is to facilitate Society operations and ensure continuity in Society functions from year to year.

**PROCEDURE:**

1. There will be a policy and procedure for every elected office and standing committee of the Society. Other policies and procedures may be established as deemed appropriate by the Board of Directors.
2. Each officer of the Society will receive an Administrative Manual upon taking office (from the person previously holding that position).
3. At the end of the Society year, each outgoing officer and committee chair will review the policy and procedure which apply to his/her position and make recommendations for any necessary revisions. Revisions are forwarded to the President. He/she will present revisions to the Board of Directors for approval during his/her past-presidential year.
4. The Board of Directors shall review and approve recommended changes with a majority vote. The Board of Directors may update the policies and guidelines at any time with a majority vote.
5. An ad hoc committee should be appointed to provide a full review and recommend updates to the policies and guidelines every 5 to 7 years.
6. The Staff Secretary will maintain and supply a copy of the policies and guidelines upon request. He/she will revise policies and procedures after Board of Directors; approval and route them to all Administrative Manuals currently in use.

Approved 2-13. Reviewed 8-18.



## OSHP Guidelines and Policies

### **Staff Secretary**

**POLICY:** The function of the Staff Secretary is to perform a variety of clerical and supportive tasks for the Society. The Staff Secretary will be present at the Fall and Annual Meetings to provide registration and administrative support. A negotiated payment is made for services provided. A contractual agreement shall be in effect upon the date signed and remain in full force and effect until the parties agree to terminate the contract upon the occurrence of any of the following: at any time upon mutual consent of the parties, upon 30 days prior written notice by either party, or upon failure of a party to timely provide a service or payment for a service required by the contract. The Board will evaluate the quality of the services provided on an annual basis.

#### **PROCEDURE:**

The Staff Secretary will perform duties as described above in the policy and procedure manual and as written in the contract agreement.

Approved 2-13. Reviewed 8-18.





# **Chapter V**

## **OSHP Position Statements**



## Principles of Understanding:

### Oklahoma Society of Health-System Pharmacists And Oklahoma Pharmacists Association

Both organizations shall:

1. Recognize and respect the essential and necessary affiliation agreements of each organization. Neither organization will initiate any action which would undermine these important relationships.
2. Recognize and respect the autonomous policy-making nature of each organization. However, interdependency is also inherent in the relationship between two organizations. Accordingly, both organizations will continually strive to reach a unified position on issues affecting the profession of pharmacy. Likewise, both organizations recognize that differing positions may be adopted.
3. Strive to keep each other appraised of organizational policy, programs and activities. To this end, both organizations will strive to develop a formal communication mechanism which can be used to inform/advise/consult one another relative to matters of common and mutual interest.
4. Strive to commit themselves to joint support of the Oklahoma Pharmacy Political Action Committee and Oklahoma Pharmacy Heritage Foundation.
5. Convene a task force on an as needed basis to address issues of concern to the profession of pharmacy in Oklahoma.

These principles may be amended upon the written request of one organization to the other and subsequent approval through the appropriate process within the organization.

Approved 7-88. Reviewed 11-91 & 4-99. Revised 8-05 & 2-13 & 8-18.