



news

**about
our
section**

International
Pharmaceutical
Federation

FIP/Hospital Pharmacy Section

newsletter 54

Special Edition –

Call for Nominations

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Call for Nominations for FIP Hospital Pharmacy Section Executive Committee

Several members of the FIP Hospital Pharmacy Section (HPS) Executive Committee will complete their terms of office this year, and the Council is now beginning a nomination process to fill those vacancies.

At this time, we are seeking nominations for the following offices with terms from 2016 to 2020:

- **Secretary** (*Lee Vermeulen is finishing his first term in this office, and is not seeking a second term.*)
- **Assistant Secretary** (*Rebekah Moles is finishing her first term in this office and is eligible for a second term.*)
- **Vice President, Western Pacific Region** (*Jonathan Penm is finishing his first term in this office and is eligible for a second term.*)

In addition, Eureka Ranjit is finishing his first term as Vice President, Southeast Asian Region and has already agreed to serve a second term. No candidates for this position are being sought this year.

The sections of the HPS Statutes related to filling vacancies, instructions on nominating candidates and additional information about the duties of each office are provided below for your reference.

Self-nomination is encouraged.

All nominations will be reviewed by the 2016 HPS Nominations Committee. The members of the Nominations Committee include Lee Vermeulen (Chair), Marianne Ivey, Jean Curtis and Stephen Curtis.

All nominations should be sent by 15th May, 2016 by e-mail to Lee Vermeulen at LC.Vermeulen@hosp.wisc.edu.

Abstract from Statutes of the FIP Hospital Pharmacy Section

Article 6	Organs of the Section
Section 1	The Organs of the Section are: an Executive committee and the Section Assembly. The Section may create Permanent or Temporary Committees or Working Groups.
Article 7	Executive committee
Section 1	The Executive committee shall consist of the President, Secretary, Treasurer, Assistant Secretary, Immediate Past President, and no more than eight Vice-Presidents each representing a specified geographical region or country. The members of the Executive committee shall have appropriate expertise and experience in hospital pharmacy.
Section 2	The terms of office of the Executive committee shall be 4 years with the possibility of re-election for one second 4 year term. The President and the Immediate Past President shall normally only serve one 4 year term. The maximum term of office in any one post shall be 8 years.
	The Immediate Past President shall assume office upon the appointment of his successor and for the duration of the term of office of his successor.
Section 3	The functions of the Executive committee are to serve as the governing body of the Section, to represent the Section according to the Statutes, to organise the Section Assembly and to submit recommendations for ratification to the Assembly, to initiate activities for and manage the affairs of the Section.
Article 9	Section Assembly
Section 1	The Section Assembly is composed of all individual members of the Section present.
Section 2	The Section Assembly shall be held during the annual FIP Congress.
Section 3	The principal purpose of the Section Assembly is to ratify the Executive committee's recommendations and the general policy of the Section.
Section 4	Decisions taken by the Section Assembly shall be by simple majority of members present at the meeting. In the event of a tied vote, the President of the Section (as Chairman of the meeting) shall have a casting vote.

Description of the Section Executive Committee

As noted in the HPS Statutes, the HPS Executive Committee includes the Section President, Secretary, Treasurer, Immediate Past-President, Assistant Secretary and Vice-Presidents (substantially linked with WHO Regions). The Vice Presidents at this time represent the following 7 regions: Africa, Americas, Eastern Mediterranean, Europe, Japan, South East Asia and Western Pacific. A list of the current officers is included at the end of each eNewsletter.

Procedure for Filling Vacancies on the Section Executive Committee

The nomination/election process for filling vacant positions on the Hospital Pharmacy Section Executive Committee are as follows:

1. Nominations for vacant positions on the Executive Committee will be announced in a Section e-newsletter, giving a minimum of three weeks for receipt of submissions for consideration.
2. All nominations for vacant positions on the Executive Committee should include:
 - a. A brief resume of the candidate, not exceeding 2 pages, including contact details;
 - b. A letter of support stating the reasons why the candidate seeks the office and the benefit he/she would bring to the HPS Executive Committee.
3. A nominations committee, consisting of a chair (who will be a current officer of HPS Executive Committee not standing for re-election), another current officer, and at least one member of the Section who is not a current officer and who is not seeking election, shall review the candidates for each office and select a recommended candidate for each vacancy, for presentation to the HPS Executive Committee.
4. The Executive Committee will choose the successful candidate for subsequent ratification at the next meeting of the Section Annual Assembly.

Position Descriptions for Hospital Pharmacy Section Offices

Position descriptions for each elected office in the Hospital Pharmacy Section have been developed. Position descriptions for the two offices being filled this year are provided below. Copies of the other position descriptions can be obtained by contacting the Section Secretary.

FIP Hospital Pharmacy Section Position Description – Duties of the Secretary

3rd January, 2014

Per the Section Statutes, the Section Secretary shall have appropriate expertise and experience in hospital pharmacy, and shall serve a maximum of two (2) four-year terms of office.

The duties of the Secretary include, but may not be limited to:

- Maintain a written record of all activities of the Section.
- Maintain the files of the Section, including correspondence related to the affairs of the Section.
- Under the guidance of the President, prepare and distribute agendas for all Section Executive Committee and Annual Assembly meetings.
- Prepare, distribute and maintain minutes from all Section Executive Committee and Annual Assembly meetings.
- As required by the Section Statutes, prepare and submit reports to the FIP Secretariat.
- Maintain a roster of all Section Executive Committee members.
- Coordinate logistical planning for Section activities during Congresses.
- Coordinate the maintenance of the Section web pages on the FIP web site.
- Support the implementation of the Section Statutes.
- Contribute to and promote the Section strategic plan.
- Attend and represent the section at all meetings of the Board of Pharmacy Practice (BPP).
- With the Section President, serve as a primary point of contact between the Section and the FIP Secretariat.
- Serving as a liaison with FIP headquarters for requests to the Section (e.g., requests for review of WHO documents).
- Participate in the judging of the best poster award at the FIP Congress.

FIP Hospital Pharmacy Section

Position Description – Duties of the Assistant Secretary

3rd January, 2014

Per the Section Statutes, the Assistant Section Secretary shall have appropriate expertise and experience in hospital pharmacy, and shall serve a maximum of two (2) four-year terms of office.

The duties of the Assistant Secretary include, but may not be limited to:

- In the absence of the Secretary, serve as an alternate for all duties listed in the Secretary Position Description.
- Assist with the coordination of logistical planning for Section activities during Congresses.
- Support the implementation of the Section Statutes.
- Contribute to and promote the Section strategic plan.
- Produce and distribute at least 5 annual issues of the Section Newsletter. Tasks related to this duty include:
 - Soliciting newsletter content;
 - Writing and editing;
 - Production;
 - Distribution.
- Attend all meetings and teleconferences of the Section Executive Committee.
- Serve as a Chair and Executive Committee liaison to one or more standing Section Committees.
- Chair oral platform sessions at Congress meetings (including communicating with potential and selected speakers and ensuring the submission of abstracts, as required).
- Participate in the judging of the best poster award at the FIP Congress.
- Participate in various marketing efforts such as meeting booths at the Congress.

FIP Hospital Pharmacy Section

Position Description – Duties of the Vice President

3rd January, 2014

Per the Section Statutes, the Section will have no more than eight (8) Vice Presidents, representing various global regions. Each Vice President shall have appropriate expertise and experience in hospital pharmacy, and shall serve a maximum of two (2) four-year terms of office.

The duties of the Vice President include, but may not be limited to:

- Support the implementation of the Section Statutes.
- Contribute to and promote the Section strategic plan.
- Serve as a member of the Section Executive Committee; attend all meetings and teleconferences of the Executive Committee.
- Represent, solicit members and actively promote the Section in the respective regions of the world.
- Serve as a Chair and Executive Committee liaison to one or more standing Section Committees.
- Chair oral platform sessions at Congress meetings (including communicating with potential and selected speakers and ensuring the submission of abstracts, as required).
- Participate in the judging of the best poster award at the FIP Congress.
- Participate in various marketing efforts such as meeting booths at the Congress.
- Identify and communicate with country coordinators, as needed, to assist in each of the countries in the respective WHO region.
- Solicit financial support for Section programmes from various potential contacts in collaboration with the Treasurer.
- Communicate with and promote the Section with hospital pharmacy journals in the respective regions of the world.
- Contribute to the Section newsletter by providing at least one regional update per year, as requested by the Assistant Secretary.
- Contribute the Section email communications and the Section web site.

The Hospital Pharmacy Section is very grateful to these sponsors for their support of Section activities:

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Organizational Sponsors of the Hospital Pharmacy Section

In addition to corporate sponsors, many national and regional pharmacy organizations have provided financial and in-kind support of the activities of the FIP Hospital Pharmacy Section. We gratefully recognize these contributors:

- The French Ordre des Pharmaciens
- The Japanese Society of Hospital Pharmacists

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