

Specialty Practice Governance

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Specialty Practice Groups (SPG)

Purpose

Support AdPha members to develop expertise in the specialty.

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

Eligibility

Current financial AdPha member of any membership type including NZHPA Affiliate members.

Limits

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

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

Selection/entry process

Self-enrolment through Communities which is access via the [Member Dashboard](#).

Responsibilities

Members must comply with the [Communities Discussions Terms of Use](#)

Opportunities

Eligible to vote in Leadership Committee election for the Specialty Practice Group.

Interaction with members who have expertise and leadership in the SPG through Communities discussions.

Duration

Specialty Practice Group membership terms are indefinite. Members may leave a Specialty Practice Group by selecting the option in Communities.

Membership of Specialty Practice Groups ceases when AdPha membership expires.

Secretariat support

Manage the Communities platform, upload resources and monitor discussions.

Answer member queries about Specialty Practice.

Publicise Specialty Practice and encourage member engagement.

Verified Members

Purpose

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

Provides a pool of member expertise and emerging leaders.

Eligibility

Current financial AdPha member, including NZHPA Affiliate members.

Student and intern members are ineligible.

Member of the Specialty Practice Group (if not already a member, enrol upon receipt of Verified Member application).

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

Criteria	Points
ANZCAP recognition in the specialty as Registrar or Consultant (Fellow)	Up to 20
Works in or has previously worked the specialty	Up to 20
Has additional qualifications/credentials in the specialty	Up to 20
Teaches in the specialty	Up to 20
Has previous engagement with specialty at AdPha (e.g. seminar presenter/lead, recognised authority)	Up to 10
Is undertaking or has completed an Advanced Training Residency in the specialty	Up to 10
Has undertaken continuing education in the specialty	Up to 10
Has conducted research (published, or presented poster or paper) in the specialty	Up to 10
Works in or has previously worked in closely related specialty	Up to 10
Other attributes that support application	Up to 10

Limits

There is no limit on the number of Specialty Practice Groups a member can become a Verified Member of, but members are advised be verified in no more than five Specialty Practice Groups so the workload and engagement is manageable.

There is no limit on the number of Verified Members in a Specialty Practice Group.

Selection/entry process

Complete webform. Applications will be assessed by Leadership Committee with support from Secretariat. See [Verified Member assessment by Leadership Committee](#).

Responsibilities

As for Specialty Practice Groups.

Verified Members should take reasonable steps to ensure that they can contribute to work they have volunteered for.

Opportunities

Verified Members (except NZHPA Affiliate members) are eligible to nominate themselves for election to the Specialty Practice Group Leadership Committee.

Verified Members may be co-opted onto working groups by the Leadership Committee.

Duration

Terms as a Verified Member are indefinite but cease if AdPha membership expires.

Verified Members may notify AdPha if they wish to relinquish Verified Member status.

Support

The AdPha secretariat will monitor applications, forward them to the Leadership Committee, and manage the records of Verified Members. The Secretariat will provide support for working group meetings.

Leadership Committees

Leadership Committees will comprise seven members including the Chair.

Purpose

A dynamic group of members with a deeper involvement and expertise in their speciality who drive the Specialty Practice Group's activities for the benefit of all members.

Eligibility

Verified Members of the Specialty Practice Group (except NZHPA Affiliate members) are eligible to nominate for election to the Leadership Committee when elections are announced or fill a casual vacancy.

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

Limits

Each Leadership Committee will have seven members.

There is no limit on the number of Leadership Committees a member can be elected to but the workload of more than two Leadership Committee roles would be difficult to

manage so is not advised.

Selection/entry process

Verified Members of the Specialty Practice Group (except NZHPA Affiliate members) may self-nominate for election to a Leadership Committee. Members of the Specialty Practice Group elect their Leadership Committee. The election process is outlined under [Leadership Committee Elections](#).

Responsibilities

Assess Verified Member applications.

Moderate the stream's discussion forum.

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

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

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

Opportunities

Be recognised as a leader in the specialty

Represent AdPha as a clinical specialist

Advise AdPha Board on issues related to the specialty

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

- Standards of Practice
- CPD events
- Registrar training curriculum
- Research
- Pharmacist credentialing
- Advocacy and policy

Reporting

Leadership Committee members will report to the Chair of the Leadership Committee who reports to the AdPha Chief Executive.

Duration

Terms on Leadership Committees are three years. Committee members may nominate for re-election at the end of their term; there is no limit on the number of terms served.

Support

The AdPha secretariat will

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

See also

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

Purpose

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

Eligibility

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

Limits

Members should chair one Leadership Committee only.

Selection/entry

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

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

Leadership committee chair election process

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

Nominations will be submitted to the AdPha secretariat.

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

If there is more than one nominee, each nominee will submit a written pitch to committee members, which the secretariat will circulate to committee members by email. Committee members will vote for the chair using an online poll, e.g. Doodle poll, SurveyMonkey, MS Forms.

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

Responsibilities

- Convene and Chair Leadership Committee meetings.
- Delegate Chair role when absent from committee meetings.
- Attend events convened specifically for Leadership Committee Chairs.
- Lead review of Standards of Practice.
- Notify AdPha of and respond in a timely manner to correspondence or notifications the Chair or delegate has received from external bodies, such as but not limited to the TGA Medicines Watch List relating to medicines shortages.
- Follow up about committee members whose attendance or participation in committee activities has been poor, e.g. missed 4 consecutive meetings without explanation. Discuss with secretariat

Opportunities

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

Reporting

- Report to AdPha Chief Executive
- Liaise with AdPha Board of Directors on specialty practice matters
- Advise secretariat staff

Duration

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

Support

The Secretariat will:

- Provide meeting and teleconference support
- Manage elections
- Support assessment of Verified Member applications
- Manage training programs, publications, policy and education program
- Oversee resourcing and projects through the AdPha Chief Executive

See also

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

Leadership Committee Elections

Timing of elections

Each Leadership Committee has seven members, each appointed to three-year terms. The terms of the seven members are staggered, so that 3 positions or 4 positions are vacated at each election.

Elections are held in two of every three years.

Elections due

Elections years for 3-4 committee members	2017	2019	2022	2025	2028	2031	2034	2037
Elections years for other 3-4 committee members	2017	2020	2023	2026	2029	2032	2035	2038

Election announcement

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

Nominations

Verified Members of the Specialty Practice Group (except NZHPA Affiliate members) may nominate themselves for election to the Leadership Committee by completing the nomination form.

Specialty Practice Group members who are not yet Verified Members but intend to

nominate for election to the Leadership Committee, need to submit their Verified Member application in time for it to be processed before nominations close.

Election timeline

Time	No later than Day -84	Day -35	Day -21	Day -7	Day 0	Day 1-7
Action	Announce election and call for nominations.	Nominations close	Electoral roll closes	Voting opens	Voting closes	Announce election results

Automatic election

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

Who can vote?

Members of the Specialty Practice Group are eligible to vote in their Leadership Committee election providing they are a member of the Specialty Practice Group at the time the electoral roll closes.

The electoral roll will close two weeks before voting opens.

Election

The election will be scheduled for a seven-day period and held using an online election platform that enables secret voting. [Election Runner](#) has been used in the 2017, 2019, 2020 and 2022 elections.

Winning candidates

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

The **Technicians and Assistants Leadership Committee** must have a majority of technician members; therefore pharmacists can only fill maximum of three (3) positions on this Leadership Committee. Once there are three pharmacist members appointed to the Leadership Committee, the technician member(s) with the highest votes will be appointed to subsequent vacancy(ies).

Ties between candidates

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

Election results

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

Casual vacancies

If a Leadership Committee member resigns or their AdPha membership expires before the end of their term or if there are fewer nominees than vacant positions at the time of an election, these vacancies are 'casual vacancies'.

Casual vacancies are filled as follows:

- Verified Members of the Specialty Practice Group will be invited to express interest in filling a casual vacancy
- the Leadership Committee will review expressions of interest and appoint the number of members required to fill the casual vacancies by voting for their preferred candidate, e.g. using Doodle poll
- a committee member who has been elected to fill a casual vacancy will hold office for the balance of the term of the committee member whose position was vacated
- if a vacancy arises within 6 months after a Leadership Committee election and there were unsuccessful nominees, the unsuccessful nominee with the highest number of votes and appropriate member category (for Technicians and Assistants Leadership Committee) will be invited to join the Leadership Committee.

Intellectual Property, confidentiality and conflict of interest

Specialty Practice Group members need to fulfil the requirements of the [Specialty Practice Terms and Conditions](#) and [Communities Discussions Terms of Use](#).

Other Specialty Practice documents

[AdPha Specialty Practice meeting support policy](#)

[AdPha Specialty Practice travel policy](#)

[FAQs](#)

[Five Years of Specialty Practice report \(2022\)](#)

[Communities Discussions Terms of Use](#)

[Specialty Practice: Terms and Conditions](#)

[CPD Guide](#)

[Chair, SPG Leadership Committee – position description](#)

[Member, SPG Leadership Committee – position description](#)

[Guidelines for SPG Discussions Moderators](#)

[Verified Member Assessments by Leadership Committee](#)

[MedsScan Editor – position description](#)

[MedsScan – guidelines for contributors](#)

info@adpha.au

Appendix 1: Summary of AdPha Specialty Practice eligibility and entitlements

	Specialty Practice Group Member	Verified Member	Leadership Committee Member	Leadership Committee Chair
Eligible members				
Student	✓	✗	✗	✗
Provisional Pharmacist/Intern	✓	✗	✗	✗
NZHPA Affiliate member	✓	✓	✗	✗
Technician*	✓	✓	✓	✗*
Former/retired	✓	✓	✓	✗
Full Pharmacist/Fellow	✓	✓	✓	✓
How to join				
Join online	✓	✗	✗	✗
Application online	✗	✓	✗	✗
Election	✗	✗	✓	✓
Can vote for				
Leadership Committee	✓	✓	✓	✓
Leadership Committee Chair	✗	✗	✓	✓
Can nominate for election as				
Leadership Committee Member	✗	✓#	✓	✓
Leadership Committee Chair	✗	✗	✓	✓

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

NZHPA Affiliate members are not eligible to join a Leadership Committee