

The SHPA Medal of Merit (the award) may be awarded annually to a member of the Society of Hospital Pharmacists of Australia (SHPA), in recognition of an outstanding recent contribution and exemplary effort involving a particular activity or activities relating to pharmacy practice.

1. NOMINATIONS

Nominations for the Award can be received annually from Branch Committees, Specialty Practice Groups, or a group of any three financial members of SHPA, submitting a recommendation.

Nominations will be called for annually. All nominees must be current and continuous members of SHPA for the past 5 years.

2. NOMINATION PROCESS

Nominations must be received on the nomination form available on the SHPA website by the advertised due date. The nomination process now consists of two stages:

Stage 1: Nomination submitted online from nominating group

- Branch Committee, Specialty Practice Groups, or any group of three (3) financial members of SHPA

Stage 2: Nominee will be notified of their nomination and required to provide supporting documentation:

- Acceptance of the nomination – **via checkbox in online process**
- Two (2) signed letters in support of the nomination – **upload via online process**
- A copy of the nominee's curriculum vitae (CV) – **maximum 8 pages**

Nominations are valid without the need for additional applications, subject to acceptance from the nominee, for 1 year. Each valid year the standing nominees will be notified of their re-nomination by SHPA.

3. SELECTION PANEL

Nominations shall be considered by a selection panel chaired by the President of the Society. The composition of the selection panel shall be:

- The Board
- Recipients of Medal of Merit from previous 2 years

4. CONFLICT OF INTEREST

Selection panel members will be required to confirm acceptance to be on the selection panel and declare any conflict of interest.

In the event of such conflict of interest, the Chair of the selection panel is authorised to select a substitute panel member.

5. SELECTION CRITERIA

The SHPA Medal of Merit shall be awarded to a member who has made an outstanding recent contribution or contributions to the practice of pharmacy or the professional development of pharmacy in the past three years, through involvement in a particular activity or range of activities.

If, in the opinion of the Board of Directors no nomination of sufficient merit is received in a particular year, they may recommend that the award not be made.

The Board of Directors shall have complete control of all matters pertaining to the conditions governing the Award and the selection of the recipient, and their decision on any matter shall be final.

6. VOTING

If a member of the selection panel is nominated for the award, they shall recuse themselves from the panel, and may not participate in the voting process.

If a member of the panel has made one of the nominations or is a referee for a nomination, they shall not participate in the voting (see: **4. CONFLICT OF INTEREST**).

All nominations and supporting statements shall be sent to the panel members within approximately 15 days of the close of nominations. The selection panel members shall return ballots to the Chair via the Secretariat, indicating their first choice, before a deadline determined by the Secretariat. The candidate receiving a majority of votes shall be declared the award recipient.

If no candidate receives most of the votes on the first ballot, names of those receiving the highest number of votes shall be re-circulated and another vote taken. If one receives a majority, they shall be declared the recipient.

In the event that only one nomination is received, SHPA Directors will be asked if they are satisfied the nominee has adequately met the award criteria and would be a worthy recipient of this award.

In the event of a tied vote, the casting vote will go to the President, or the Chair of the selection panel in the event of a Presidential Col.

The recipient of the Award shall be ratified by the Board of Directors.

7. PRESENTATION OF THE AWARD

The Award shall be presented at the annual Medicines Management Conference of SHPA.

The recipient will be financially supported to attend the Medicines Management Conference to accept their award with free conference registration, airfares, and accommodation.

The presentation of the Award shall be accompanied by the delivery of an oration by the recipient with subsequent publication by the Society.

8. REVIEW OF THE AWARD

The terms and conditions of the award shall be subject to review every four years, or at the discretion of the Board of Directors.

Next review date: April 2026

Acknowledgement

SHPA acknowledges the generosity of GlaxoSmithKline and its predecessors who supported this award from 1962 to 2013.