

Documents to Review for ASHP Sections Elected Offices

ASHP Sections Elected Offices

The Committees on Nominations for Sections are subcommittees of ASHP Sections whose primary purpose is to select candidates for election of Section Chairs and Directors-at-Large of Section Executive Committees. Ballots for Section elections are sent only to those ASHP members who hold primary membership in a Section.

Documents to review for ASHP Sections Elected Offices:

- SAMPLE Candidate Application (preview all questions in the online survey for Sections applicants)
- Executive Committee Position Descriptions – All Sections
- ASHP Principles and Processes on Conflict of Interest (COI), Disclosures, and Other Business/Professional Activities for the Executive Committee Members of the ASHP Sections
- ASHP Guidelines on Election Communications and FAQs document (Please review the Guidelines carefully. Note that if slated, you will be asked to comply with these Guidelines.)

Information for Submissions - To be considered for **ASHP Sections Elected Offices**, each submission must include the following required items:

REQUIRED

- Completion of online Candidate Application
- Curriculum Vitae
- Active ASHP Membership

OPTIONAL

- Letter(s) of recommendation/support from an employer/state affiliate/colleague

Note: Your curriculum vitae must be uploaded on this online survey tool. Any letters of recommendation/support from an employer/state affiliate/colleague (optional) can be uploaded within the survey or emailed to sections@ashp.org.

All documents must be submitted by **January 18, 2023, 11:59 p.m. Pacific Time**. If you have any questions, please contact the ASHP Office of Member Relations at 301-664-8820 or sections@ashp.org.



ASHP Pharmacy Practice Sections
Executive Committee – Sample Candidate Application

Which position do you want to be considered for ASHP Section Office?

Chair / Director-at-Large

Name Jane Smith, Pharm.D.

Job Title Director of Pharmacy

Business Address Sample Hospital, 123 Main St., Bethesda, MD 20814

Telephone Numbers

Home N/A Email jane.smith@sample.com

Cell 301-555-5555*

Business 301-999-9999

*Preference

Please describe your current position and responsibilities (200 words or less):

I am a Director of Pharmacy at Sample Hospital in Bethesda, MD. I oversee everything to do with Pharmacy.

Which of the following best describes your present career orientation? (Please check only one)

Which of the following best describes your present primary position? (Please check only one)

Which of the following best describes your present practice experience setting? (Please check only one)

Which of the following best describes your present practice setting? (Please check only one)

Which race/ethnicity best describes you? (Optional)

What is your gender? (Optional)

Which of the following best describes your current geography? (Please check only one)

Please indicate the number of years you have been a member of ASHP:

Have you ever served in the ASHP House of Delegates? If yes, please indicate number of years served as alternate and/or delegate.

HOD Alternate:

HOD Delegate:

Please indicate the number of years, where applicable, of your memberships and leadership positions in any of the following COUNCILS or COMMISSIONS:

	Member	Vice Chair	Chair	Years Served
Council on Pharmacy Management <i>(formerly Council on Administrative Affairs):</i>				
Council on Education and Workforce Development <i>(formerly Council on Educational Affairs):</i>				
Council on Public Policy <i>(formerly Council on Legal and Public Affairs):</i>				
Council on Pharmacy Practice <i>(formerly Council on Professional Affairs):</i>				
Council on Therapeutics <i>(formerly Commission on Therapeutics):</i>				
Commission on Affiliate Relations <i>(formerly Council on Organizational Affairs):</i>				
Commission on Credentialing:				
Commission on Goals				
Pharmacy Technician Accreditation Commission				

Please indicate the number of years, where applicable, of your elected or appointed roles in any of the following:

	Executive Committee Chair	Executive Committee Director-at-Large	Advisory Group/Other Section Committee Chair/Vice Chair	Advisory Group Member	Other Section Committee Member
Ambulatory Care Practitioners <i>(formerly Home, Ambulatory, and Chronic Care Practitioners)</i>					
Clinical Specialists and Scientists					
Community Pharmacy Practitioners					
Inpatient Care Practitioners					
Pharmacy Educators					
Pharmacy Informatics and Technology					
Pharmacy Practice Leaders <i>(formerly Pharmacy Practice Managers)</i>					
Specialty Pharmacy Practitioners					

Advisory Panels, Task Forces and/or Ad Hoc Committees *(Please specify the Panel/Task Force/Committee Name and number of years):*

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Have you served an ASHP state affiliated society (e.g. President, elected officer, committee chair, other)? *(Please indicate the society name, position held and dates)*

Society Name:

Position Held and Dates:

Please describe any additional activities, contributions, committee involvement or other offices held at institutional, local, or national levels (including DATES) other than ASHP or your local/state ASHP affiliate.

Organization Name:

Office(s)/Appointments Held and Dates:

Please enter a concise, but sufficiently detailed personal statement to each of the following questions. Suggested maximum length is 250 words per question:

1. What issues need the most input from a professional organization like ASHP?
2. Describe your contributions to pharmacy practice and why you believe that a level of excellence has been achieved as it relates to the mission and vision of the Section. Your statement should focus on the impact of your body of work on the state, regional or national level.
3. Describe your involvement and commitment to developing practitioners and others through activities such as precepting students and residents, mentoring staff, educating and training technicians, and/or educating the public.
4. Please describe your contributions to diversity, equity, and inclusion in patient care, the profession, or your community.
5. Why do you want to be a member of the Section's Executive Committee? How do you plan to contribute to the growth and development of the Section? What would you like to see the Section accomplish in the next 3 to 4 years?
6. Please describe any additional qualities, experience, and other information that you feel qualify you for this nomination.

SECTION OF AMBULATORY CARE PRACTITIONERS

What issue(s) do you believe are most critical to the future of pharmacists practicing in ambulatory care practice settings?

SECTION OF CLINICAL SPECIALISTS AND SCIENTISTS

What issue(s) do you believe are most critical to the practice of clinical specialists and scientists in the future of pharmacy practice advancement?

SECTION OF COMMUNITY PHARMACY PRACTITIONERS

What issue(s) do you believe are most critical to community-based practice? How do you believe ASHP should contribute to community-based practice challenges and opportunities through the Section?

SECTION OF INPATIENT CARE PRACTITIONERS

What issue(s) do you believe are most critical to the future of Section members?

SECTION OF PHARMACY EDUCATORS

What issue(s) do you believe are most critical to the future of pharmacy education and the pharmacy workforce?

SECTION OF PHARMACY INFORMATICS AND TECHNOLOGY

What issue(s) do you believe are most critical to the future of pharmacy informatics, technology, and automation?

SECTION OF PHARMACY PRACTICE LEADERS

What issue(s) do you believe are most critical to the future practice advancement and management of the pharmacy enterprise?

SECTION OF SPECIALTY PHARMACY PRACTITIONERS

What issue(s) do you believe are most critical to the future of advancement in health system specialty pharmacy?

Disclosure for Relevant Financial Relationships

Thank you for seeking nomination to run for the Pharmacy Practice Sections Executive Committee elections. In an effort to proactively identify potential conflicts of interest, we are asking all members considering nomination to complete the following questions. If there is information needing further clarification, ASHP staff will contact you prior to the Committee on Nominations slating process.

"Principles and Processes on Conflict of Interest - ASHP Sections"

List any health-related board of directors, state affiliate board, advisory panel, regulatory body, office, committee or programs which you have participated in during the past 12 months and/or in which you intend to participate in the future. (Responses must include the entity, position, and dates of service or intended service, and scope of responsibility. No acronyms.)

List any health-related publications, or products, excluding ASHP publications/products, which you contributed to in the past 12 months and/or to which you intend to contribute in the future that might raise concerns that such outside activities are competing with ASHP products, services or other membership activities.

List any compensation you have received for contract services, health-related publications, or products, including ASHP publications/products, in the past 12 months and/or for which you anticipate in the future.

List any grants received during the past 12 months, including name of granting entity and purpose and/or scope of grant.

List the sources for scholarships, awards, gifts, honoraria, monies or other benefits, received during the past 12 months from activities, services, retainers or consultancies (include the name of the paying entity, a description of your service, and any amount received as remuneration) that might give rise to a conflict of interest with ASHP.

Describe, to the best of your knowledge, any financial interest or other significant interest of yourself, your spouse, or your minor child or children, in any outside activity or entity which does substantial business with or is in direct competition with ASHP.

List, to the best of your knowledge, any financial interests exceeding \$25,000.00 in value of yourself, a spouse or a minor child or children of yours in any individual pharmaceutical, medical device, biomedical, or healthcare consulting company.

Describe, to the best of your knowledge, any other transactions or actions in the past 12 months in which you or an immediate family member has a personal interest or in which you competed, directly or indirectly, with the interests of ASHP.

Offices of ASHP Sections

POSITION DESCRIPTIONS FOR EXECUTIVE COMMITTEE OFFICES

The role of the Section Executive Committees is to provide leadership, guidance and advice to ASHP on ways to better meet the day-to-day practice needs of members.

Chair-Elect: The Chair-Elect serves as Vice-Chair of the Section Executive Committee and performs the duties of the Chair in the Chair's absence. The Chair-Elect assumes their responsibilities immediately after election results are announced, and is given immediate voting rights. Also, the Chair-Elect serves as the Section's alternate delegate to the ASHP House of Delegates and may attend a Regional Delegates Conference if the Chair is unable. After installation at the Summer Meetings, the Chair-Elect assumes the office of Chair.

Chair-Elect Tentative Travel Time Commitment:

- **December Executive Committee Meeting at ASHP Midyear Clinical Meeting (MCM)**
ASHP Midyear Clinical Meeting (3 days minimum)
- **June Executive Committee Meeting at ASHP Summer Meetings (SM)**
ASHP Summer Meetings (5 days minimum)
- ***In the event that the Chair cannot attend***
Regional Delegates Conference (2 days)
ASHP Policy Week (4 days)

Chair: The Chair provides leadership to the Section Executive Committee and serves as the primary contact to ASHP staff. The term of office is officially one year, but encompasses nearly 3 years with 9 months as Chair-elect and 12 months as Immediate Past Chair. Primary duties:

- Identifies topics and contributes to the agenda preparation process for monthly conference calls and in-person meetings, in consultation with ASHP staff.
- Serves as the meeting facilitator in Section meetings and conference calls.
- Develops correspondence for Section members (i.e., "Message from the Chair" communications).
- Attends ASHP Strategic Planning Retreat on behalf of Section. (*Does not occur every year*)
- Serves as Section Delegate at the ASHP House of Delegates.
- Reviews Section House of Delegates Report.
- Attends a Regional Delegate Conference as a Section Delegate.
- Appoints standing Committees and Advisory Groups.
- Provides draft minutes for review prior to distribution to committee for vote.
- Serves as official representative of the Section at various ASHP activities.

Chair Tentative Travel Time Commitment:

- **December Executive Committee Meeting at ASHP Midyear Clinical Meeting (MCM)**
ASHP Midyear Clinical Meeting (3 days minimum)
- **June Executive Committee Meeting at ASHP Summer Meetings (SM)**
ASHP Summer Meetings (5 days minimum)
- **Regional Delegates Conference (RDC) - 2 days**
- **ASHP Policy Week - 3 days**
- **ASHP Strategic Planning Retreat** (Does not occur every year) - 1-2 days

Immediate Past Chair: The Immediate Past Chair continues to serve on the Executive Committee in support of the Chair and other Committee members. They also serve as Chair of the Section Committee on Nominations and as Executive Committee Liaison to advisory groups.

Immediate Past Chair Tentative Travel Time Commitment:

- **December Executive Committee Meeting at ASHP Midyear Clinical Meeting (MCM)**
ASHP Midyear Clinical Meeting (3 days minimum)
- **June Executive Committee Meeting at ASHP Summer Meetings (SM)**
ASHP Summer Meetings (3 days minimum)
- **ASHP Policy Week** (*in the event that both the Chair and Chair-Elect cannot attend*) - 3 days

Director-at-Large-Elect: The Executive Committee includes two Directors-at-Large, and one Director-at-Large-Elect. The term of office is officially two years, but encompasses nearly 3 years with 1 year as Director-at-Large-Elect. Voting rights begin after the first year on the Committee. The election of Directors-at-Large is staggered with one elected each year. Primary duties:

- Recommend issues for the Section agenda.
- Thoroughly study issues scheduled for deliberation by the Committee.
- Engage constructively in the discussion of Section.
- Participate in any votes or ballots on committee issues.
- Respond in a timely manner to any requests related to committee work.
- Serves as Executive Committee Liaison to advisory groups.

Director-at-Large Tentative Travel Time Commitment:

- **December Executive Committee Meeting at ASHP Midyear Clinical Meeting (MCM)**
ASHP Midyear Clinical Meeting (3 days minimum)
- **June Executive Committee Meeting at ASHP Summer Meetings (SM)**
ASHP Summer Meetings (3 days minimum)

TRAVEL PROCEDURES

ASHP Midyear Clinical Meeting and Summer Meetings:

Members will be notified of specific travel arrangements for each meeting prior to the meeting.

- Complimentary Meeting Registration: A complimentary registration for each meeting will be provided.
- Airfare: Airline reservations will be coordinated through ASHP's travel agent in accordance with established ASHP travel policies.
- Stipend: A stipend will be provided to defray costs of additional expenses.

Regional Delegates Conference:

Only Section Chair(s) will be required to attend the Regional Delegates Conference; however, Chair-Elect(s) will be required to attend in an event the Chair(s) cannot attend.

- Stipend: A stipend will be provided to cover some of these expenses. Members will be notified of specific travel arrangements for each meeting prior to the meeting.

ASHP Strategic Planning Retreat:

ASHP will cover and reimburse expenses in accordance with the established ASHP travel policies.

ASHP POLICY ON DISCLOSURE OF OUTSIDE INTERESTS

Section leadership officers are deemed to act as official representatives of ASHP and are responsible for the direction of professional affairs of ASHP. Since major decisions about ASHP are made by Directors/Representatives, it is important that individuals with the appropriate level of experience and expertise be available for service to ASHP. It is expected that these individuals will have other concurrent professional and business interests while representing ASHP. Some of these other interests may involve potential conflicts of interest. To address conflicts of interest, and to protect the Director/Representative and their decisions on behalf of ASHP, individuals serving ASHP in this capacity are asked to disclose and discuss with ASHP these other material activities.

Upon agreeing to be considered for nomination and annually thereafter, Section leaders shall complete the ASHP Disclosure Report Form and the Nondisclosure/Confidentiality Statement, and return both documents to the Secretary of the Section. The Disclosure Report Form should disclose any outside activity or interest of a personal, financial, business, or other nature which might create a bias or conflict of interest with ASHP, whether or not the individual believes that a conflict or bias will develop.



Principles and Processes on Conflict of Interest (COI), Disclosures, and Other Business/Professional Activities for the Executive Committee Members of the ASHP Sections and Forums

I. Background

The Executive Committee members within each ASHP Section and Forum provide significant professional input and make policy recommendations to the ASHP Board of Directors and House of Delegates. Discussions by Executive Committee members and subsequent recommendations substantially impact the membership, professional policies, educational programs and other activities of ASHP. It is recognized that elected Executive Committee members of the Sections and appointed Executive Committee members of the Forums have concurrent and other professional/business interests, and there is a need to have a wide variety of professional, educational, and business experiences when participating in membership and policy discussions. However, some of these other experiences may involve potential or perceived conflicts of interest (COI) which may influence or bias their input about the various issues. In such circumstances Executive Committee members of the Sections and Forums need to have awareness when external professional activities may adversely affect participation in certain Section and Forum activities.

It is important that elected Section Executive Committee members and appointed Forum Executive Committee members meet certain professional, ethical and legal standards to ensure that recommendations and decisions are objective, honest, and are in the best interest of ASHP. COI is an ever-evolving concept, and the need for COI principles and procedures in order to manage COI stems from increased governmental scrutiny of governance and decision making by professional and nonprofit organizations. Executive Committee members of the Sections and Forums have access to sensitive, strategic and proprietary information about ASHP and its membership during their time of service. It is important that Executive Committee members use such information only for their committee discussions and activities within ASHP. As such, ASHP strives to take affirmative steps to manage and minimize any real and/or potential COI situations involving Executive Committee members. By doing so, the independence and integrity of the Sections and Forums and ASHP are maintained.

For purposes of this document COI will be defined as:

An outside interest (financial or otherwise) or other activity of a Section and Forum Executive Committee member that may give rise to concerns or perceptions that the outside activity may: a) bias or influence the individual's input regarding a program, policy or activity under consideration by the Section and/or Forum and/or ASHP, or b) create an unfair competitive advantage for any person or third party organization.

Source: ASHP Board Policy

II. Principles and Processes for COI, Disclosures, and Other Business/Professional Activities involving the Section and Forum Executive Committees

Given the preceding background, the following principles and procedures have been developed for elected Section and Forum Executive Committee members:

1. Executive Committee members who provide input and make recommendations on behalf of the Sections and Forums shall exercise their best judgment to further the best interests of the Sections and Forums and ASHP.
2. All members considering Executive Committee positions will be provided a copy of these principles and forms for their review prior to being considered. A completed and signed Disclosure Form shall be submitted in order for an individual to be considered for an Executive Committee position. These disclosures will be reviewed by the Section and Forum Directors, and if needed, the Vice President of ASHP Office of Member Relations and General Counsel. Any potential COI issues raised in the disclosure forms will be discussed directly with the member, and resolved prior to moving ahead with the election or appointment. ASHP General Counsel has final authority to determine a COI.
3. Upon successful election or appointment and prior to the commencement of service, the Executive Committee shall update the "Disclosure Report Form". The member shall regularly update these disclosures if there is a change in his or her activities. Disclosure forms shall be discussed in face-to-face meetings of the Executive Committees as needed.
4. Upon successful election or appointment and prior to the commencement of service to the Executive Committee, the member will be provided a confidentiality/nondisclosure statement to sign. During the course of service he or she may have access to sensitive and proprietary information. An Executive Committee member may not use or disclose confidential or proprietary information to third parties which is obtained through service to the Section or Forum or ASHP, nor shall the member benefit financially from such service.
5. An Executive Committee member (prospective or current) with a perceived or actual COI will have to consider the following steps to resolve the COI: a) ceasing the activity until he or she are no longer an Executive Committee member; or b) agree to abstain from vote or abstain from participating in discussions on certain matters where there is a potential COI; and/or c) in certain situations the member may be requested not to be present during a discussion in order to minimize inhibiting the free flow of discussion.
6. Any elected or appointed Executive Committee member should decline another appointed or elected position, such as an elected State Affiliate Board of Directors position, or decline consideration for a position considered a COI, with ASHP service. A prospective Executive Committee member who holds an appointed or elected position or is being considered for a position with another pharmacy or health-related organizations should review this situation with the Section or Forum Director, and the related organization. The prospective Executive Committee member will need to resign or decline this type of involvement during his or her service to the Section or Forum if it is determined a COI.
7. If an Executive Committee member receives an invitation to speak at ASHP or another pharmacy or health-related organization, the invitation should be disclosed in advance with the Section or Forum Director before accepting such an engagement.

8. Executive Committee members with contracts or consulting services with third parties which directly relates to ASHP programs, publications, and professional policies will need to disclose this to the Section or Forum Director before accepting such an engagement. These arrangements may be acceptable, resolvable, or may need to be restructured or deferred during their service to the Section or Forum.
9. It may be appropriate for an Executive Committee member to be involved in ASHP programs, publications, and speaking and teaching engagements, and receive a fee for their service. These activities should be disclosed in advance with the Section or Forum Director before accepting such an engagement.
10. Executive Committee members should refrain from soliciting or accepting gifts, gratuities or other amenities of a material nature from external sources that support, provide services, or may have an interest in influencing the Section or Forum or ASHP programs or policies.
11. Executive Committee members who use social media should use discretion about the nature of their views. If applicable, Executive Committee members should indicate that opinions expressed are their own and not those of the Section or Forum or ASHP.
12. Any steps taken regarding resolution or management of a COI of an Executive Committee member shall be managed with the Executive Committee member, the Section or Forum Director, and if needed, the Vice President of the ASHP Office of Member Relations and General Counsel.
13. Procedures to implement these Principles and manage COI shall be established by the Member Relations Office. If an Executive Committee member does not follow the Section or Forum COI principles and procedures they may be disqualified from service with the Section or Forum.
14. Given the evolving nature of COI, these principles and procedures should be reviewed from time to time to ensure that they reflect contemporary practices.

Revised October 2017

**FREQUENTLY ASKED QUESTIONS:
ASHP CONFLICT OF INTEREST PRINCIPLES AND PROCESSES, DISCLOSURES AND OTHER
BUSINESS/PROFESSIONAL ACTIVITIES FOR ASHP SECTION AND FORUM EXECUTIVE COMMITTEES**

Introduction: The purpose of this FAQ is to provide further interpretation of the official *Principles and Processes on Conflict of Interest (COI), Disclosures and Other Business/Professional Activities for Executive Committee Members of the ASHP Sections and Forums*.

1. What is the current procedure for handling ASHP Executive Committee members' disclosure of outside activities and potential conflicts of interest of the Executive Committee?

For Elected Section Executive Committee Members: *The Principles and Processes on Conflict of Interest (COI), Disclosures , and Other Business/Professional Activities for the Executive Committee Members of the ASHP Sections and Forums* documents relating to conflict of interest are given to potential candidates considering elective office for the ASHP Section Executive Committee prior to running for office. Before being slated for elective office, the final candidates selected will be required to complete a disclosure form. These disclosures will be reviewed by the Section Director, and if needed, the Vice President of the ASHP Office of Member Relations and ASHP General Counsel. Any potential COI issues raised in the disclosure will be discussed directly with the prospective candidate. General Counsel has final authority to determine COIs.

After a person is elected to the Executive Committee the individual is given a confidentiality/nondisclosure statement to sign and asked to update their Disclosure Report form. There is an ongoing obligation to disclose and review with potential conflict of interest situations. If potential conflicts of interest arise it can be discussed individually and/or at subsequent Executive Meetings throughout the year. In between Executive Committee meetings, if a situation or opportunity arises which might be a potential conflict of interest, an individual Executive Committee member should promptly contact the Section Director prior to committing to a new activity to discuss and receive direction on the matter.

For Appointed Forum Executive Committee Members: *The Principles and Processes on Conflict of Interest (COI), Disclosures , and Other Business/Professional Activities for the Executive Committee Members of the ASHP Sections and Forums* documents relating to conflict of interest are given to appointed Forum Executive Committee members. These disclosures will be reviewed by the Forum Director, and if needed, the Vice President of the ASHP Office of Member Relations and ASHP General Counsel. Any potential COI issues raised in the disclosure will be discussed directly with the Executive Committee member. General Counsel has final authority to determine COIs.

There is an ongoing obligation to disclose and review with potential conflict of interest situations. If potential conflicts of interest arise it can be discussed individually and/or at subsequent executive meetings throughout the year. In between Executive Committee meetings, if a situation or opportunity arises which might be a potential conflict of interest, an individual Executive Committee member should promptly contact the Forum Director prior to committing to a new activity to discuss and receive direction on the matter.

2. What is a “conflict of interest” for the purpose of disclosure by ASHP Section or Forum Executive Committee members?

As a general proposition a “conflict of interest” may be defined as a personal interest or situation which may influence a decision for the organization (*Managing Conflicts of Interest: A primer for Nonprofit Boards, 2006*). These situations may be financial or non-financial. In the *ASHP Policy on Disclosure of Outside Interests*, conflict of interest is defined as follows:

An outside interest (financial or otherwise) may give rise to concerns or perceptions that the outside activity may: 1) bias or influence the individual’s decision making regarding a program, policy or activity under consideration by ASHP, or 2) create an unfair competitive advantage for any individual person or outside organization (hereafter collectively referred to as “conflict of interest”).

The definition of conflict of interest is by its nature imprecise and is very much subject to the specific facts and circumstances. What is important for Executive Committee members to understand is that decisions and actions by Executive Committee members are to be based on “disinterested” judgment. Under Maryland corporate law (MD Code §2-419) this concept is an integral part of the Duty of Loyalty and is interpreted to mean that an ASHP Executive Committee member must act only and at all times in the best interest of the corporation. ASHP’s interests must prevail over individual interests, biases and external influences. In some situations this may mean that certain external professional activities of an Executive Committee member will need to be curtailed during their term as an Executive Committee member. It is important to remember that all conflict of interest cannot necessarily be avoided, but they can be managed appropriately so that decisions and actions by the Executive Committee are protected.

3. Given the potential for conflict of interest in today’s environment, is a member who practices in a non-traditional health-system setting precluded from running for elective office?

Pursuant to the ASHP bylaws (3.1.1.) the requirements to be an elected member of ASHP are: a) that the individual be a pharmacist licensed by any state, district or territory of the United States, b) pay dues as established by ASHP, and c) support the purposes of ASHP as stated in the Article Third of the ASHP Charter. As such, pharmacists in non-traditional health system settings who meet the above requirements are eligible for elective office. Whether they are ultimately selected by the Committee on Nominations to run for elective office may depend on the extent of their responsibilities with their current employment and other professional activities. Any prospective candidate should carefully review the ASHP policy on conflict of interest, and the disclosure and confidentiality forms required of candidates slated for elective office. As stated in the policy (II.5) final candidates for elective office on the Executive Committee will be required to complete a conflict of interest disclosure form which will be reviewed by the Section Director before he or she is formally nominated in order to identify whether there are any real and/or potential conflict of interest.

4. ASHP Executive Committee members may receive invitations to speak at ASHP and/or other health care related entities when they are on the Executive Committee. How should these invitations be handled?

If an Executive Committee member receives an invitation to speak at ASHP and/or other pharmacy or health-related organizations these invitations should be disclosed in advance with the Section or Forum Director before accepting such engagements.

5. How should an Executive Committee member handle an invitation or request to become an appointed or elected member of another organization?

It may be problematic for an ASHP Executive Committee Member to serve concurrently on another Board, such as a State Affiliate Board of Directors, that may have common or overlapping interests with ASHP because there is a potential for decision making to be influenced and conflicting duty of loyalty. It is difficult for any Executive Committee member to carry out their obligations when serving multiple organizations. There may be situations where the possibility for conflict of interest (including perceptions) is high, and disclosure, recusing oneself from certain discussions, and not voting may not eliminate or sanitize the conflict of interest.

6. How should a member of the Section or Forum Executive Committee handle a request to provide pharmacy consulting services or contracts with third parties which directly relates to ASHP programs, publications, and professional policies?

The Executive Committee member may be able to continue these opportunities while serving as an ASHP Executive Committee member provided it is not determined a COI. When any of these opportunities arise, the Executive Committee member should first discuss the situation with the Section or Forum Director for appropriate direction. With any such activity, it is essential that an ASHP Executive Committee member represent him/herself as an individual and their opinions as their own or those of their employer or school of pharmacy.

7. Should an Executive Committee member accept a publication, speaking/teaching engagement, or other business opportunity from ASHP while a member of the Executive Committee?

It may be appropriate for an Executive Committee member to be involved with an ASHP activity and receive a fee for their service. These opportunities should be disclosed in advance with the Section or Forum Director before accepting such engagements.

8. What are the responsibilities of ASHP Executive Committee members when participating in social media?

Social media and its various collaborative platforms are being used by ASHP employees, board members and other volunteers of ASHP both professionally and personally. Social media includes but is not limited to blogs, social networks (e.g., Facebook, Twitter, ASHP Connect, etc.), podcasts, streaming and online video, RSS feeds, and other non-traditional online media.

It is important that ASHP Executive Committee members actively participate in this growing and ever-changing source of information, interaction, feedback and ideas, but it should be remembered that anything stated in a social network is essentially public. As elected and appointed leaders of ASHP it is vital that you understand your role and responsibilities when using social media. Keep the following in principles in mind in connection with social media:

- a. If you publish anything related to ASHP or its business activities clearly state who you are, your affiliation, and the nature of the views that you are expressing. Use your ASHP affiliation and title only for ASHP-related activity. Post information that reflects well on ASHP and you.
- b. When participating in social media use discretion when posting your personal information or anything of a sensitive nature that could reflect poorly on you or ASHP. If applicable include a clear statement that the views and opinions expressed are your own and not those of ASHP.
- c. Anything you publish on a social media platform should adhere to the same professional and legal standards used by other more traditional communication tools. For example:
 - Restrict your use of photos, materials, third party content owned by others unless you have their permission.
 - Avoid making statements that could be viewed as anticompetitive or an effort to influence the drug marketplace.
 - Avoid publishing confidential, proprietary or personal information about ASHP, members, other companies, organizations, etc.
 - Be polite and respectful in your remarks and avoid making reputational or argumentative comments about others.
 - Avoid making statements that are considered threatening, harassing, false, inaccurate, misleading, or discriminatory.
- d. Consistent with ASHP guidelines for nominees for ASHP elective office social media should not be used as a campaign tool to promote a particular candidate.
- e. ASHP can be held liable for any remarks that are made on behalf of ASHP or that appear to originate from ASHP.

Use of social media will continue to evolve as ASHP increases its presence in the various forms of social media communications. If there are questions about the use of social media or whether a message is appropriate please consult with a Section or Forum Director.

9. Are there policies for ASHP staff which address conflict of interest situations?

ASHP staff conduct is a management issue under the purview of the Chief Executive Officer of ASHP. Further, the behaviors of staff are subject to the ASHP *Conditions of Employment, Personnel Handbook, Internal Policies and Procedures*, and the statement on *Editorial Independence of AHFS Drug Information*. Annually and prior to the external financial audit, all ASHP staff complete a conflict of interest report questionnaire. Any potential conflict of interest issues disclosed on the questionnaire form are referred to the CEO. These policies are reviewed and revised on a regular basis so that they are consistent with Board policies and other requirements.

Revised October 2017

Confidentiality and Nondisclosure Statement

This Confidentiality and Nondisclosure Statement is made as of the ____ day of _____ by _____ ("Representative"). The undersigned agrees as follows with respect to disclosures made by the ASHP (American Society of Health-System Pharmacists) to me of certain information:

1. As an ASHP Executive Committee Member, I understand that I must comply with certain professional and legal standards in order to act in the best interests of ASHP and its membership. And that in the course of carrying out my respective ASHP duties and responsibilities, I have access to confidential and/or proprietary information (Confidential Information or Information) concerning ASHP. I have an obligation to avoid disclosure of this Information to third parties.
2. I agree that Confidential Information shall include all information that has, or could potentially have, value in the activities, programs, business or prospective businesses or activities of ASHP, and that if disclosed to third parties, could prejudice the ability of ASHP to conduct its business and membership activities successfully.
3. I agree to keep all of the Information in strictest confidence, and not to disclose any of this Information to any third parties, nor to use any of the Information for any purpose other than ASHP business and membership activities.
4. At such time when I am no longer an ASHP Executive Committee Member, regardless of the reason, I understand that I shall not be relieved of the obligations with respect to the confidentiality or nondisclosure of the Information, and such obligation shall expressly survive the termination of my responsibilities with ASHP.

I have read and understand the above conditions regarding ASHP Confidential Information, and agree that my signing of this statement indicates that I will abide by these terms.

Name: _____

Signature: _____

Date: _____

TO: Staff Director, ASHP Section or Forum
FROM: _____
SUBJECT: Disclosure Report
DATE: _____

Having read and understood the "ASHP Principles on Conflict of Interest, Disclosures, and Other Business/Professional Activities for Representatives of the ASHP Sections and Forums" I hereby make the following disclosure pursuant to those policies. I understand that disclosure is a continuing obligation and that in addition to the annual completion of this form I will keep the Executive Committee updated at other meetings of the Committee, and make additional disclosures in accord with ASHP policies.

1. Are you considering or are you in an elected or appointed leadership position of another organization, such as an ASHP State Affiliate Board of Directors or a professional pharmacy organization, including student or new practitioner groups? (Please include if you are also being considered to run for office in one of the above organizations and list office.) **(Responses must include the organization, office, and dates of service or intended service.)**

Company/Agency	Activity/Service	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List any health-related board, advisory panel, regulatory body, office, committee or programs which you have participated in during the past 12 months and/or in which you intend to participate in the future. **(Responses must include the entity, position, and dates of service or intended service.)**

Company/Agency	Activity/Service	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List any compensation you have received for contract services, health-related publications, or products, including ASHP publications/products in the past 12 months and/or which you anticipate in the future.

4. List any grants received during the past 12 months, including name of granting entity and purpose and/or scope of grant.

Organization

Grant Purpose/Scope

5. List the sources for scholarships, awards, gifts, honoraria, monies or other benefits, which exceed \$10,000 or ten percent of your gross annual income, received during the past 12 months from activities, services, retainers or consultancies (include the name of the paying entity, and a description of your service) that might give rise to a conflict of interest with ASHP.

Organization

Service/Activity

6. Describe, to the best of your knowledge, any financial interest which exceeds ten percent of your gross annual income or a ten percent equity interest, or other significant interest of yourself or an immediate family relative, such as a spouse, child, or parent, in any outside activity or entity which does substantial business with or is in direct competition with ASHP.

7. Describe, to the best of your knowledge, any other transactions or actions in the past 12 months in which you or an immediate family member has a personal interest or in which you competed, directly or indirectly, with the interests of ASHP.

I have read, understood, and responded to the above questions regarding ASHP Conflict of Interest information and agree that by my submitting this form indicates that I have answered each question truthfully and to the best of my knowledge.

Name

Signature

Date



Guidelines on ASHP Election Communications Code of Professional Conduct

Principles

- ASHP elections, including the communication of the election slates, should be conducted in a fair and ethical manner in order to ensure the integrity of the election process.
- Elections should be conducted in a manner befitting a professional Society and in keeping with the culture and values of ASHP.
- Elections should be conducted in a manner that facilitates the active participation of all ASHP members.

Rules of Conduct

1. Candidates for ASHP office agree to comply with the Guidelines on ASHP Election Communications.
2. Candidates will refrain from active self-promotion and campaigning.
3. Candidates will not solicit or accept funds in connection with the ASHP election process.
4. Candidates and their supporters will not engage in endorsement, electioneering, discrediting other candidates or attempting to influence votes in connection with individual candidates with the intent to effect the outcome of the election process.
5. Candidates and their supporters will refrain from making phone calls, sending letters, emails, text message, utilizing social media communications or other communications on behalf of individual candidates.

I have read and understand the Guidelines on ASHP Election Communications (the “Guidelines”) and the associated Code of Professional Conduct. By signing below, I affirm that I will abide by the Guidelines and the Code of Professional Conduct.

Name

Date

Signature



Guidelines on ASHP Election Communications

Preface

As a society of professionals, ASHP elections should be conducted in a fair and ethical manner. It is the responsibility of ASHP governance to provide all candidates running for office with an opportunity to communicate with members on an equal basis. Nominees whose names appear on ballots are expected to refrain from active self-promotion or campaigning. The purpose of this document is to provide guidelines governing the election process to ensure the fairness and integrity of the election.

Purpose and Scope

The purpose of the ASHP Election Communications Guidelines is to assure that:

- All candidates are treated fairly and equitably
- All parties understand and abide by appropriate election activities and required actions
- ASHP members have sufficient access to information to make informed choices in elections
- ASHP elections are conducted in a manner befitting a professional society
- ASHP provides clear guidance to members in order to facilitate awareness and active participation in ASHP elections.

These guidelines apply to all ASHP elections including those for ASHP Officers, Board of Directors, and Sections and describe appropriate activities for:

- Candidates (i.e., members whose names appear on the final election ballot)
- Individuals, organizations, or other entities acting on behalf of nominees and candidates

Committee on Nominations

To ensure that all willing and qualified potential nominees are considered for candidacy to ASHP elective office, the [Committee on Nominations](#) is charged with assembling a roster of nominees who are recommended by ASHP members and affiliated state societies. ASHP will issue a “Call for Nominations” via various channels, to encourage affiliated state societies, and individual or groups of ASHP members to submit their recommendations at appropriate times. These may include but are not limited to:

- Communications from ASHP to the membership
- Communications to affiliated state societies
- Notices in ASHP publications including newsletters, email news services, social media, Midyear Clinical Meeting publications, and other ASHP communication vehicles

In addition to reviewing suggestions received from ASHP members and affiliated state societies, the Committee on Nominations will also review various membership volunteer rosters for potential candidates, particularly rosters of policy councils, Pharmacy Practice Sections, committees, and other ASHP leadership bodies. Nominees will be contacted by the Committee on Nominations and will be provided with additional information about holding elective office, and will be given an opportunity to formally accept or decline nomination.

Typical qualifications of a successful candidate include, but are not limited to:

- Demonstrated leadership qualities and exemplary practice
- Active interest in the affairs of ASHP
- Experience as chair or member of ASHP councils, committees, or Sections
- Experience as an officer or director of an affiliated state society
- Other relevant experience

Conflicts of Interest and Professional Conduct

Individuals who are candidates for ASHP office are expected to protect ASHP's brand and image, not to engage in any activity which might bring discredit to ASHP, and not to participate in discussions or votes if a personal conflict of interest is involved. These individuals are advised to review the "[ASHP Policy on accepting Corporate Support and avoiding Conflicts of Interest](#)" and the "**ASHP Policies on Conflict of Interest, Disclosure, and External Business/Professional Activities for Board of Directors**". Prior to finalizing the slate of candidates all candidates must complete a conflict of interest disclosure. Any potential conflicts of interest that are identified will be discussed and resolved prior to publication of the final slate of candidates. In addition, candidates will sign a **Code of Professional Conduct** agreeing to comply with these election guidelines.

ASHP Dissemination of the Official Slate of Candidates

Once the slate of candidates has been finalized it will be disseminated to ASHP members via the following communication channels:

- Published on the ASHP website and disseminated in various ASHP communications vehicles. These vehicles may include but are not limited to ASHP social media (e.g. Facebook, Twitter, LinkedIn, Connect) as well as press releases, NewsLinks and at ASHP meetings.
- Distributed to ASHP state affiliates
- Distributed to all Delegates and presented at the ASHP House of Delegates
- Distributed to members of ASHP Sections

Opportunities for Members to Learn About the Candidates

ASHP provides a number of opportunities for members to learn about the candidates and their views on the profession and ASHP.

- The slate of candidates is announced at the ASHP House of Delegates
- A meet the candidates session is held during the ASHP Summer Meetings each year for ASHP Board and Office positions where attendees can ask questions of all of the candidates and learn more about their vision for ASHP and the profession.
- A recording of the meet the candidates session is recorded and hosted on the ASHP website. Members are informed of the recording via various ASHP communications channels.
- Social media channels managed by ASHP may also be used to allow ASHP members not attending the Summer Meetings to pose questions to the candidates. ASHP monitors its social media channels to ensure fairness and appropriateness of these communications.
- ASHP may host an election community on ASHP Connect where members can ask questions of the candidates on line to learn more about their views.
- An election bulletin is developed and disseminated to all active (voting) members along with instructions for casting a valid ballot. The bulletin contains at minimum the following information for each candidate:
 - Candidate's name, photo, and site of practice
 - Candidate's brief biography summarizing their career
 - Candidate's statement of philosophy

Dissemination of the Slate of Candidates by Other Parties

ASHP encourages its members and other parties to assist in raising awareness of the slate of candidates for ASHP Elections through its communication vehicles such as social media, emails, meetings, and publications. ASHP state affiliates, employers, and others can help to raise awareness of the candidates and encourage ASHP members to exercise their right to vote in the election. When disseminating the slate, other entities should communicate the slate of candidates in its entirety. While it is acceptable to note that a candidate is also a member of an organization or shares an affiliation with various entities, specific endorsement of any individual candidate is prohibited. Under no circumstances should candidates or others acting on their behalf engage in efforts to discredit another candidate. Efforts to campaign for an individual candidate or to attempt to influence votes to alter the outcome of the election are not acceptable. Staff and those serving in elected positions at ASHP may not endorse or recommend specific candidates under any circumstances.

The definition of endorsement of a prospective candidate includes but is not limited to:

- Mailings, emails, or phone calls soliciting supporting or voting for a specific candidate
- Web and social networking sites promoting supporting or voting for a specific candidate
- Soliciting support of or votes for a specific candidate at local, state and national meetings

Election Communication Violations

Members are encouraged to report any suspected violations of these guidelines to the ASHP Chief Executive Officer.

- Any alleged infractions that are reported will be referred to the ASHP Executive Committee of the ASHP Board of Directors for review and discussion.
 - The Board Executive Committee will seek to apply the guidelines with a goal of ensuring the election is conducted in a fair and equitable manner.
 - The Board Executive Committee shall have broad latitude in these matters and actions which may include but are not limited to:
 - Notifying the individual, group, or organization that violated the election guidelines of ASHP's awareness of the infraction and subsequent actions, if any
 - Requesting removal of content or endorsements
 - Reporting significant infractions to the electorate
 - Informing all candidates of infractions that have been reported
 - Preparing a letter enumerating the relevant individual, group, or organization's infractions and providing copies to nominations or awards committees for current and future consideration.

Additional Information

Any questions regarding the ASHP Guidelines on Election Communications or the interpretation of these guidelines should be directed to the ASHP Executive Office.



Frequently Asked Questions Guidelines on ASHP Election Communications

1. [Why did ASHP create new guidelines on election communications?](#)
2. [What is ASHP's position on election campaigning and what is the definition of campaigning?](#)
3. [Someone I know and support is slated for elected office. How can I raise awareness of the slate?](#)
4. [Who is effected by these guidelines?](#)
5. [What is new and different than before?](#)
6. [How will alleged violations be managed?](#)
7. [What are some sample communications that are allowed vs. not allowed?](#)
8. [Who can I contact for more information about these guidelines?](#)

Why did ASHP create new guidelines on election communications?

The ASHP Board of Directors encourages members to raise awareness of the slate of candidates for ASHP elections. ASHP elections, including the communication of election slates, should be conducted in a fair and ethical manner. In a recent survey, ASHP delegates indicated that more clarity around ASHP's guidelines on campaign communications is needed. In response to this need, the ASHP Board of Directors created these new guidelines to ensure fairness and integrity in the election processes.

What is ASHP's position on campaigning?

As a professional Society, ASHP seeks to maintain an election that is based on individual assessments of each candidate's potential to serve the organization. ASHP is committed to facilitating more opportunities for members to gain information about the candidates and to learn firsthand about each candidate's vision for the profession, ASHP, and its members. Overt campaigning, endorsements, and efforts by individuals or groups to influence the results of the election are not consistent with ASHP's culture and values.

Nominees whose names appear on ASHP election ballots are expected to refrain from active self-promotion and campaigning actions. Slated candidates will sign a Code of Professional Conduct agreeing to comply with these election guidelines. In addition, ASHP members and "other parties" are also expected to refrain from the specific endorsement of any individual candidate. "Other parties" may include, but are not limited to employers, state affiliates, groups and organizations, and/or personal and professional networks. Under no circumstances should candidates or others acting on their behalf endorse, discredit another candidate, or attempt to influence votes to alter the outcome of the election beyond the intent of these guidelines.

Someone I know and support is slated for elected office. How can I raise awareness of the slate?

ASHP encourages dissemination of the slate of candidates to raise awareness and stimulate participation in the elections process. When sharing the slate of candidates, members and other parties should communicate the full slate of candidates and not just a specific candidate. It is acceptable to note that a candidate is a member of an organization or shares an affiliation with a specific entity, however endorsement or encouragement to vote for any individual candidate is prohibited.

What is the definition of campaigning?

Endorsement of a specific individual candidate is considered campaigning. Endorsement of a candidate may include but is not limited to soliciting votes or supporting a specific candidate through emails, texts, phone calls, mailings, and use of web and/or social media sites. Soliciting votes or support for a specific candidate at local, state, and national meetings is considered campaigning. Discrediting other individuals on the election slate is considered negative campaigning and is therefore prohibited.

Who is effected by these guidelines?

The guidelines outline appropriate activities for candidates, individuals, organizations and others acting on behalf of nominees and candidates. ASHP staff and those serving in elected positions at ASHP such as the Board of Directors and Section Executive Committee members also may not endorse specific candidates under any circumstances. The guidelines apply to all ASHP elections including those for the ASHP Officers, Board of Directors, and Section Executive Committees.

What is new and different than before?

- These guidelines establish policy around election communications and provide greater transparency and a defined process for dealing with alleged violations.
- ASHP's position on campaigning is clear and defined.
- Candidates will sign a Code of Professional Conduct agreeing to comply with the guidelines.
- Social media is addressed in the guidelines. Social media may be used to promote the full slate of candidates, however endorsement of a specific candidate through social media is prohibited.
- Social media channels may be used and managed by ASHP to allow members to pose questions to the candidates.
- The guidelines provide clarification of allowable communication vs. communication that is prohibited.

How will alleged violations be managed?

- Members are encouraged to report any suspected violations of these guidelines to the ASHP Chief Executive Officer (ceo@ashp.org).
- Any alleged infractions will be referred to the Executive Committee of the ASHP Board of Directors for review and discussion.
- The Board of Director's Executive Committee may take action against confirmed violations. Potential actions may include, but are not limited to, formally notifying the individual, group or organization that violated the guidelines of ASHP's awareness of the infractions, to removing the endorsement where possible, reporting infractions to the electorate, informing infractions to all candidates, and/or noting infractions to nominations or awards committees for current and future consideration.

Samples of Acceptable and Prohibited Communications

Acceptable:

Social media acceptable:



Newsletter acceptable:

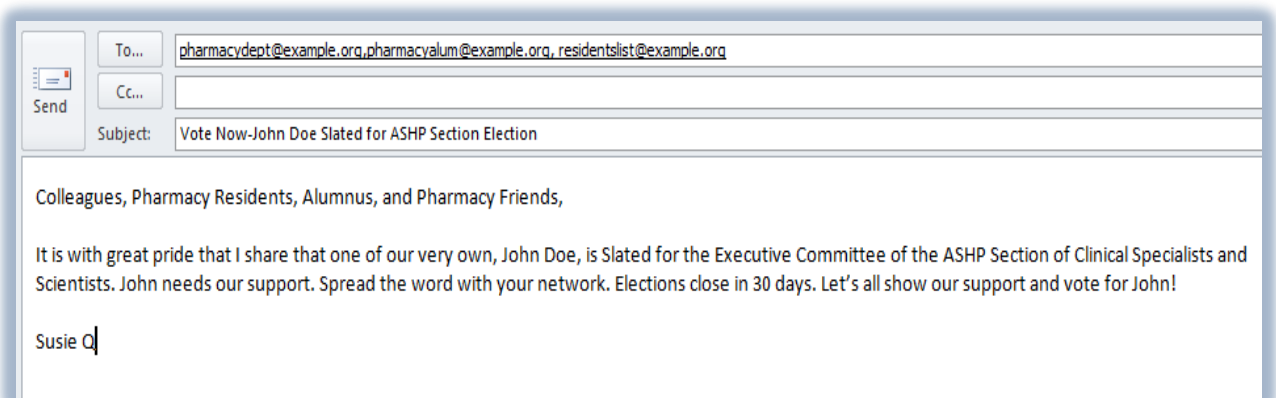


Unacceptable

Social Media Unacceptable:



Email Unacceptable:



Summary

The Guidelines on ASHP Election Communication's primary purpose is to assure that ASHP elections are fair and equitable, that members can make informed choices in elections, that all parties understand and abide by appropriate election activities, and that ASHP provides clear guidance to members to facilitate awareness and active participation in ASHP elections.

Who can I contact for more information about these guidelines?

Questions may be referred to the ASHP Executive Office (ashpeo@ashp.org).