



2017 Call for Candidates for American Association of Colleges of Pharmacy (AACCP) Appointee to the ASHP Commission on Credentialing

The American Association of Colleges of Pharmacy (AACCP) Board of Directors is seeking candidates for service on the American Society of Health Systems Pharmacy (ASHP) Commission on Credentialing (COC). The ASHP COC is responsible for the accreditation of pharmacy residency programs. This includes formulating and recommending changes in standards, assessing programs adherence to compliance of the standards, and recommending accreditation status of programs. All actions of the Commission are approved by the ASHP Board of Directors prior to release. The Commission's membership consists of twenty persons: fourteen appointed from ASHP, two public members, one appointed from the Academy of Managed Care Pharmacy, one appointed from the American Pharmacists Association, one appointed from the American College of Clinical Pharmacy, and one appointed from AACCP.

The term of appointment for the person selected will be three years, with reappointment each of the years. The appointment will begin January 2018 and conclude December 2020. This appointment will begin with an observation at the August 2017 COC meeting and official voting privileges begin March 2018. The candidate now being sought by AACCP will succeed Jean Nappi (Medical University of South Carolina) whose COC term will end in August 2017.

Eligibility AACCP will select a maximum of two potential appointees to be forwarded to the ASHP Board of Directors for consideration to the ASHP Commission on Credentialing. The ASHP Board of Directors and incoming ASHP Elected President will choose the AACCP appointee to the ASHP Commission on Credentialing by January 2017.

Individuals interested in being considered for the ASHP Commission on Credentialing must be directly involved with residency programs. This would include individuals such as residency program directors, residency preceptors, and those involved in a leadership or oversight position for ASHP accredited residency programs. In addition, interested individuals should meet the additional criteria:

1. Be currently employed full time in a school or college of pharmacy;
2. Be a current member of AACCP;
3. Not be a member of the AACCP Board of Directors or be appointed to the AACCP Board of Directors during their term as a member of the Commission on Credentialing; and
4. Not be a member of the ASHP Board of Directors or be appointed to the ASHP Board of Directors during their term as a member of the Commission on Credentialing.

Candidates should consider their ability to commit to a three-year term and their respective personal and professional obligations at the time of application and those that may be anticipated in the future.

Self-nomination: AACP members interested in serving in this capacity are invited to submit their credentials for consideration. Only self-nominations are accepted. Appointment to the Commission is an important professional recognition that carries a serious and substantial voluntary service commitment (see Addendum). The Board requests that each candidate submit:

- A cover letter that concisely states the candidate's willingness to serve and why s/he wishes to serve. In addition, the letter should contain a descriptive narrative highlighting the individual's qualifications, as well as the relevant scholarship, professional, and academic experience in support of an appointment to the ASHP Commission on Credentialing;
- A complete curriculum vitae; and
- A brief biosketch (no more than 1 page).

A subcommittee of the AACP Board of Directors will conduct a review of all candidates' credentials submitted to assist the Board in its deliberations. Selection of the two candidates, whose names and accompanying applications will be forwarded to ASHP for consideration, will be made based on eligibility, credentials, experience, and candidates' potential for contributions to be made.

Candidates should submit a **single PDF version** of the requested materials to (jadams@aacp.org).

Complete candidates' credentials must be received via email no later than 11:59 pm EDT Friday, October 7, 2016. The deadline is firm and will not be extended. Selection of the two AACP nominees will occur during the November 2016 meeting of the AACP Board of Directors. These nominees will be forwarded to ASHP for selection to the ASHP Commission on Credentialing.

ADDENDUM: ASHP Commission on Credentialing Appointment Service Commitment

A list of ASHP Commission on Credentialing responsibilities include:

- Review of all survey and other meeting materials prior to the Commission meetings
- Vote on residency and technician accreditation issues discussed at the Commission meetings
- Participate in on-site accreditation survey visits and present the program if they are up for accreditation review at the Commission meeting
- Participate in all Commission meetings

Estimated **TIME REQUIREMENTS** for appointees:

- Commission meetings:** The Commission on Credentialing meets at least two times a year (March and August for 3-4 days each meeting). They also conduct some business through conference calls and emails. Every year, ASHP conducts a National Pharmacy Preceptor Conference and many of the Commission members are requested to participate in that conference. At the ASHP Midyear Clinical Meeting, the Commission also participates in a town hall open forum for programs to discuss the accreditation standards.
- Survey visits:** Commission members are required to participate in 4 surveys per year (2.5 days in length per survey when considering travel to and from the site).

In total, the individual may be away from work place up to 20 days per year. Individuals should make sure their workplace supports them in pursuing this commitment to the profession.

ORIENTATION PROGRAM for this Commission appointee:

- March 2017 Commission meeting. - Thorough orientation to ASHP Commission on Credentialing and responsibilities and observe the proceedings (light reading beforehand); Date of the meeting is March 3-5, 2017, in Bethesda, MD.

ADMINISTRATIVE ISSUES

- ASHP reimburses all travel, hotel and food expenses related to Commission on Credentialing meetings and survey visits, according to ASHP policy.