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## SELECTION AND ANNOUNCEMENT PROTOCOLS

### Selection panel

Nominations shall be considered by a selection panel chaired by the Branch Chair. The composition of the selection panel shall comprise of elected members of the Branch Committee, or other members as co-opted by the Chair.

### Conflict of interest

Voting members will be required to confirm their acceptance 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.

### Voting

In the event:

- that a member of the panel is nominated for the award, they shall absent themselves from the panel, and may not participate in the voting process
- of a tied vote, the chair of the selection panel shall have a casting vote. If the chair has a conflict of interest, the casting vote shall be made by the SHPA Chief Executive.
- that 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 (refer Conflict of Interest)
- that only one nomination is received, the selection panel will be asked if they are satisfied the nominee has adequately met the award criteria and would be considered a worthy recipient of this award.

## The decision

The decision on bestowing the SHPA Vic Branch awards will be made by the SHPA Vic Branch Committee and announced nationally. If, in the opinion of the Committee, no Nomination of sufficient merit has been submitted, the Award shall be withheld.

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## NOMINATION CRITERIA

### The SHPA Vic Branch Intern Award

This Award celebrates a Hospital Pharmacy Intern who has undertaken work which addresses one or more of the five national competency framework domains and demonstrates their commitment to Australian hospital pharmacy practice.

#### NOMINATION CRITERIA

The Nominee must:

- Have been an SHPA Provisional Member for a period of at least six (6) months since the commencement of the year
- Be a current SHPA Member (Vic Branch) / currently reside in Vic / currently work in Vic
- Not have received this award in a prior year.

The nomination must:

- Be submitted by the Nominee, or by any current SHPA Member
  - Relate to outstanding progress and/or a project or contribution completed in the past 12 months
  - Indicate which of the five national competency framework domains the Nominee's work addresses (Professionalism and ethics; Communication and collaboration; Medicines management and patient care; Leadership and management; Education and research)
  - Address how the Nominee is positioning themselves to contribute to Australian hospital pharmacy upon registration
  - Be no longer than 750 words in length.
  - Include the Nominee's curriculum vitae (in addition to the Nomination)
  - Include contact details for two referees (a Nominator may include themselves as a referee)
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### The SHPA Vic Branch William Mercer Young Achiever Award

This Award celebrates an Early Career Pharmacist who has undertaken work which addresses one or more of the five national competency framework domains and demonstrates their commitment to leading Australian pharmacy.

If there is an award recipient, they will automatically progress to represent the Branch in contention for the related national award, the **SHPA Early Career Pharmacist of the Year Award**.

#### NOMINATION CRITERIA

The Nominee must:

- Have held SHPA membership for at least one year prior to nomination and currently be engaged in hospital pharmacy or related practice
- Have ten or less years' experience as a registered practising pharmacist

- Be a current SHPA Member (Vic Branch) / currently reside in Vic / currently work in Vic
- Not have received this award in a prior year

The Nomination must:

- Be submitted by the Nominee, or by any current SHPA Member
  - Be for a project or major contribution completed in the past 12 months
  - Indicate which of the five national competency framework domains the Nominee's work addresses (Professionalism and ethics; Communication and Collaboration; Medicines Management and Patient Care; Leadership and Management; Education and Research)
  - Address how the Nominee is positioning themselves to lead Australian pharmacy, ie through professional networks, leadership and advocacy, volunteer activity etc
  - Must be no longer than 750 words in length
  - Include the Nominee's curriculum vitae (in addition to the Nomination)
  - Include contact details for two referees (a Nominator may include themselves as a referee)
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### **The SHPA Vic Branch Technician Award**

The Technician Award celebrates a Technician or Pharmacy Assistant whose project, initiative or work demonstrates or promises a significant positive impact on their pharmacy department or positive impact on quality use of medicines, patient care, and/or staff wellbeing.

If there is an award recipient, they will automatically progress to represent the Branch in contention for the related national award, the **SHPA Technician of the Year Award**.

#### **NOMINATION CRITERIA**

The Nominee must:

- Have held SHPA membership for at least one year prior to nomination and currently be engaged in hospital pharmacy or related practice
- Be a current SHPA Member (Vic Branch) / currently reside in Vic / currently work in Vic
- Not have received this award in a prior year

The Nomination must:

- Be submitted by the Nominee, or by any current SHPA Member
  - Summarise a technician's project, initiative or work that was either completed, or which reached a notable milestone, in the past 12 months
  - Demonstrate how the project, initiative or work has had, or will have measurable impact on one or more of the following: quality use of medicines; patient care; staff wellbeing
  - Be no more than 750 words in length
  - Include the Nominee's curriculum vitae (in addition to the Nomination)
  - Include contact details for two referees (a Nominator may include themselves as a referee)
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### **The SHPA Vic Branch Achievement Award**

This Award celebrates a hospital pharmacist who has made an outstanding contribution to the profession. The contribution can relate any professional area or approach – such as a pharmacy practice specialty or specialties, leadership and governance and pharmacy research and innovation – while highlighting achievement against one or

more of the five national competency framework domains to demonstrate the Nominee's commitment to Australian hospital pharmacy practice.

### **NOMINATION CRITERIA**

The Nominee must:

- Have been an SHPA Full Pharmacist Member for a period of at least two (2) years
- Be a current SHPA Member (Vic Branch)
- Not have received this award in a prior year

The nomination must:

- Be submitted by the Nominee, or by any current SHPA Member
  - Reflect leadership of a project or initiative completed in the past 12 months
  - Indicate which of the five national competency framework domains the Nominee's work addresses (Professionalism and ethics; Communication and Collaboration; Medicines Management and Patient Care; Leadership and Management; Education and Research)
  - Outline the impact of the Nominee's work on local, state-wide or national hospital pharmacy practice
  - Be no longer than 750 words in length
  - Include the Nominee's curriculum vitae (in addition to the Nomination)
  - Include contact details for two referees (a Nominator may include themselves as a referee)
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### **The SHPA Vic Branch Hospital Team Innovation of the Year Award**

This Award celebrates a Pharmacist-led team which has undertaken a pharmacy or multi-disciplinary project, initiative or work which demonstrates or promises measurable impact on quality use of medicines, patient care, and/or staff wellbeing.

If there is an award recipient, they will automatically progress to represent the Branch in contention for the related national award, the **SHPA Hospital Team Innovation of the Year Award**.

### **NOMINATION CRITERIA**

The nominated team must:

- Have an SHPA Member as project lead who resides in Vic or who has worked in the Vic and who has held SHPA membership for at least one year
- Comprise at least two and no more than six people, of which 50%+ must hold current SHPA membership
- Recipients of this award in a prior year are not eligible to receive this Award

The Nomination must:

- Be submitted by the Nominee, or by any current SHPA Member
- Summarise a pharmacist-led team's project, initiative or work – preferably multi-disciplinary – that was either completed, or which reached a notable milestone, in the past 12 months.
- Demonstrate how the project, initiative or work has had, or will have measurable impact on one or more of the following: quality use of medicines; patient care; staff wellbeing
- Be no more than 750 words in length
- Include the project lead's curriculum vitae (in addition to the Nomination)
- Include contact details for two referees (a Nominator may include themselves as a referee)