



## 1. Criteria for Fellowship from 2019

### 1.1 *Membership of the Society of Hospital Pharmacists of Australia.*

Continued membership of the Society as an ordinary member, as defined in the SHPA Constitution, for a minimum of 5 years. Ongoing ordinary membership of the Society will be necessary to maintain Fellowship status.

### 1.2 *Practice history*

Evidence of continuous practice in pharmacy or related areas for a minimum of five years. Related areas would include such institutions as universities, research facilities and medication management facilities. Practice could include clinical, management, specialty pharmacy practice areas, teaching and study / research.

### 1.3 *Personal professional Development / Academic achievement*

Attainment of a high level of academic achievement in areas relevant to the practice of pharmacy including clinical pharmacy practice, pharmacy administration, public health and management. Academic achievements put forward for consideration in the application must have been completed following general registration as a pharmacist. Those qualifications obtained prior to general registration will not be accepted.

### 1.4 *Commitment to the Society*

This will be evidenced by a continued high level of service to SHPA as an organization. This could include active participation in Board or Branch committees, SHPA conference committees, specialty practice groups or education events.

### 1.5 *Commitment to the profession of pharmacy*

Evidence of ongoing and sustained contribution to the profession of pharmacy through research and publication and presentation at pharmacy or other conferences.

### 1.6 *Continuing professional development*

Whilst evidence of continuing professional development is not required for Fellowship application, Fellows should demonstrate a commitment to ongoing professional development as required by the Pharmacy Board of Australia (PBA).

## 2. Point System Requirement

Elevation to status of Fellow is based on applicants achieving a minimum score of 100 points with a maximum of 50 points being counted from any one section.

This can be achieved in several ways however points must be obtained from each section.

### 2.1 *Personal professional development / Academic achievement (min 40pts, max 50pts)*

The academic achievement must be in areas directly relevant to pharmacy practice.

The highest qualification achieved will be the score counted.

#### a. **A relevant post graduate university qualification**

- Graduate Certificate 40 points
- Graduate Diploma 45 points
- Masters Degree or Doctorate (maximum) 50 points

#### b. **Other academic achievement (current)**

- Board of Pharmaceutical Specialties 40 points

#### c. **Other relevant achievements**

40 points

## 2.2 Contribution to SHPA / Professional activities (min 10pts, max 50pts)

Evidence of significant active commitment to the society within the last 10 years:

| Groups  | Points   |
|---|--|
| <b>SHPA elected representatives</b><br>Board member<br>Branch committee executive member (Chair, Vice-chair, Secretary and Treasurer)<br>Branch committee member  | 10 points per year<br>8 points per year<br>5 points per year                                   |
| <b>Contribution to SHPA member services</b><br>JPPR editor-in-chief<br>JPPR section editor (i.e. medication safety)<br><br>JPPR article reviewer<br>SHPA publication editorial committee member<br>SHPA publication reviewer<br>SHPA discussion forum moderator<br>Medicines Management abstract reviewer | 8 points per year<br>5 points per year<br><br>3 points per year                                |
| <b>Contribution to SHPA education offerings</b><br>SHPA national event coordinator<br>SHPA seminar presenter / tutor<br>Branch CE / symposium presenter<br>Contributor to SHPA eCPD content (case study, MCQ's etc.)  | 5 points per activity<br>3 points per activity<br>1 point per CPD credit (accredited activity) |
| <b>Contribution to SHPA advocacy and policy</b><br>Strategic planning day   | 3 points per event   |
| <b>Active involvement in SHPA committees</b><br>SHPA conference committee member<br><br>SHPA Future Summit steering committee<br>SHPA Specialty Practice member<br>SHPA reference group member<br>SHPA network member (i.e. rural, technician)  | 5 points per conference<br><br>3 points per year   |
| <b>SHPA representatives endorsed by the Board</b><br>SHPA Specialty Practice / Leadership Committee chair<br>SHPA conference committee convener<br>SHPA representative on external groups (e.g. working parties)  | 5 points per year<br>8 points per conference<br>3 points per year                              |
| <b>Other</b><br>Other activities  | Max 5 points   |

## 2.3 Contribution to the profession / Research and Advancement of practice (max 50pts)

Evidence of significant contribution to the profession within the last 10 years

Significant publications within the past 10 years 5 points / publication  
(e.g. as contributing author of original research in refereed journal or major reports)

Conference presentations within the past 10 years 2 points / presentation

## 3. Mechanism of application for elevation to the status of Fellow of SHPA

A Branch committee, Board Director, or any five financial members may make application to the SHPA Nominations Committee for the elevation of a member to Fellowship status.

The application will provide the following:

1. Application Form detailing all mandatory requirements and additional activities
2. A summary of the member's CV
3. A referee's report completed by a current Fellow or senior member of the Society

#### **4. Application Assessment**

Applications for elevation to the status of Fellow can be submitted anytime throughout the year. All Fellows will be presented with their certificate of Fellowship at the National Medicines Management Conference.

Following receipt of an application, the Nominations Committee will assess the merit of an application and make a recommendation to the Board. The final decision regarding Fellowship rests with the Board. The applicant will be notified of the outcome of their application following the Board's decision.

The Nominations Committee will comprise the Chair of the Board and at least 2 other Directors as appointed by the Board. The Board may appoint other (independent) Members if it so chooses.

#### **5. General**

The following rules shall apply to Fellowship:

1. No person shall be advanced to the status of Fellow until the Board has accepted the recommendation for advancement from the Nominations Committee.
2. A Fellow of the Society of Hospital Pharmacists of Australia shall not have as such any special privileges or rights or voting power apart from the rights of membership according to the constitution
3. The annual membership fee of a Fellow shall be in accordance with membership status and fees according to the constitution
4. If any Fellow should omit to pay the membership due as a member of the Society, Federal Council may in its discretion, suspend the Fellow until membership fees are paid, or may terminate the Fellowship

#### **6. Certificate of Fellowship**

Fellows of the Society shall receive a certificate of Fellowship. The certificate shall be presented at the National Medicines Management Conference each year.

#### **7. Designation**

Every Fellow shall be entitled to use the post-nominals F.S.H.P, as long as the Fellowship remains current.

*First developed May 2003*

*Received and adopted by Council May 2009*

*Reviewed and adopted by Council August 2012*

*Reviewed and adopted by Council November 2016*

*Reviewed and adopted by the Board 2019*

**Appendix One**  
**Fellowship of the Society of Hospital Pharmacists of Australia Application Form**

1. Name of Nominated Member

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2. AHPRA registration number

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3. Years of continuous SHPA Membership (To be confirmed by Secretariat)

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**4. Nominating Members**

Provide the names and SHPA member number of the five (5) SHPA members who are nominating you for elevation to the status of Fellow.

*Names*

*SHPA member number*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**5. Declaration**

I, the named applicant, declare that the five SHPA members listed above have agreed to nominate me for elevation to the status of Fellow. (SHPA reserves the right to contact all nominating members to confirm).

☐ I agree

☐ I do not agree

**6. Practice History**

Include details of your practice during the preceding 5 years.

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7. Please attach a copy of your current curriculum vitae  
**Personal professional development / academic achievement**

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a. Provide details of relevant post-graduate qualifications, university name and year of award.

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OR

b. Provide details of competency based assessment examinations or other qualifications successfully completed and year of award/update.

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OR

c. Applicants who do not have any formal academic achievements should provide a 200 word statement detailing their scope of practice, professional achievements and impact in this area

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**Contribution to SHPA / Professional Activities**

Provide details of professional activities undertaken and years of involvement e.g. SHPA committee or education involvement, leadership and advocacy.

**9.**

a. Activity group

- SHPA elected representative
- Contribution to SHPA members services
- Contribution to SHPA education offerings
- Contribution to SHPA advocacy and policy
- Active involvement in SHPA committees
- SHPA representatives endorsed by the Board
- Other

b. Activity undertaken

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c. Year(s) of involvement

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**Contribution to the profession / Research and advancement of practice**

Provide details of publication and conference presentations within the last 10 years.

NOTE: Those with extensive lists of publications or presentations may prefer to attach a document containing this information.

**10.** Provide the article or report name, author details and details of the journal in which it was published

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- 11.** Provide the name of the presentation or poster and details of the conference at which it was presented

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OPTIONAL: Attach a list of publications and presentations

**12. Referee's report**

The referee's report should be written by a current Fellow or senior member of the Society and outline reasons for supporting the nomination of the applicant for elevation to the status of Fellow of SHPA.

- a. Referee's name

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- b. Referee's qualifications

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- c. Upload referee's report

For office use only

|   | Details | Points achieved                                      | Category total (max 50 points) |
|---|---------|--|--------------------------------|
| <b>2.1 Personal professional development</b><br>(minimum 40 points) |         |  |                                |
|   |         |  |                                |
| <b>2.2 Contribution to SHPA</b><br>(minimum 10 points)              |         |  |                                |
|   |         |  |                                |
|   |         |  |                                |
|   |         |  |                                |
|   |         |  |                                |
| <b>2.3 Contribution to the profession</b>                           |         |  |                                |
|   |         |  |                                |
|   |         |  |                                |
|   |         |  |                                |
|   |         | <b>Total points</b><br>(min 100 out of possible 150) |                                |