

ASSESSMENT OF VERIFIED MEMBER APPLICATIONS

Members of Specialty Practice Groups (SPG) who wish to have their expertise verified must apply online. The application must include supporting information as evidence of their experience in or commitment to the specialty. The Leadership Committee is responsible for assessing applications, with support from the Secretariat.

By reviewing applicants' supporting information, the Leadership Committee becomes aware of the Verified Members in their SPG and the range of practice areas and perspectives within the specialty they cover.

PROCEDURE

1. Secretariat will pre-screen applications from members of the SPG who wish to be a Verified Member to ensure they meet the eligible member requirements – i.e. Full Pharmacist, Former/Retired or Technician.
2. Secretariat will periodically forward Verified Member applications to the Leadership Committee forum via the LC forum or by email.
3. The Leadership Committee or delegate will review the information supplied and assess each application using the scoring tool below as a guide.
4. The Leadership Committee or delegate will confirm the outcome at the next meeting of the Leadership Committee or online through the Leadership Committee forum.
During the meeting, the delegate may provide the Leadership Committee with a brief overview of the expertise and experience offered by the applicant(s) approved to be a Verified Member.
5. Secretariat will contact the applicant(s) with the appropriate response or request additional information, if required.
6. Eligible applicants will be appointed as a Verified Member by the Secretariat upon approval of their application.
7. Where the Leadership Committee has requested more information, the Secretariat will send additional information to the Leadership Committee or delegate.

VERIFIED MEMBER ELIGIBILITY GUIDE

The following table is a guide only. In most cases, reaching 20 points indicates that the applicant has sufficient experience in and/or commitment to the specialty to be able to contribute as a Verified Member, and would be eligible to for admission.

The assessor allocates the number of points in each category according to the extent of experience/expertise in each category.

Criteria	Points
ANZCAP recognition in the specialty as Registrar or Consultant (Fellow)	Up to 20
Works in or has previously worked the specialty	Up to 20
Has additional qualifications/credentials in the specialty	Up to 20
Teaches in the specialty	Up to 20
Has previous engagement with specialty at SHPA (e.g. seminar presenter/lead, recognised authority)	Up to 10
Is undertaking or has completed a Registrar Training Program in the specialty	Up to 10
Has undertaken continuing education in the specialty	Up to 10
Has conducted research (published, or presented poster or paper) in the specialty	Up to 10
Works in or has previously worked in closely related specialty	Up to 10
Other attributes that support the application	Up to 10

Updated	July 2024	Review due	March 2025
---------	-----------	------------	------------