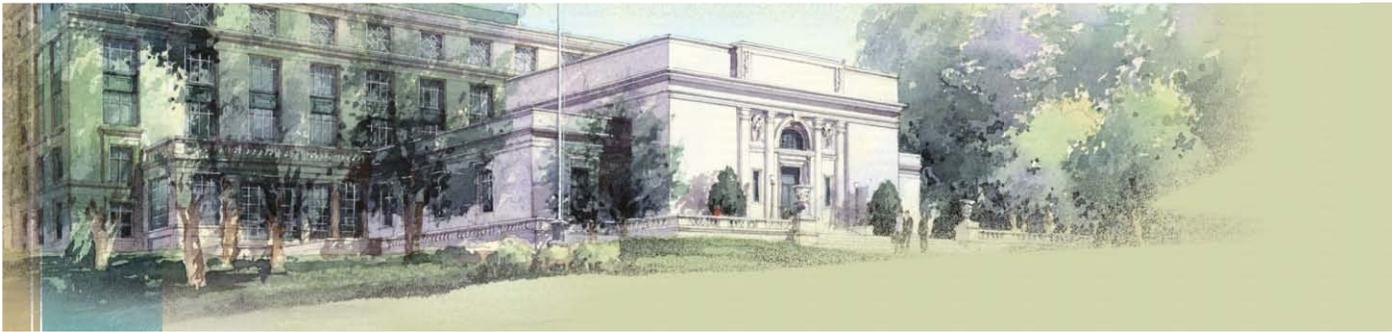


# APhA-ASP The Capsule



## *Introduction and Orientation to the APhA-ASP Policy Process*

*Last updated February 2012*

**APhA-ASP**  
AMERICAN PHARMACISTS ASSOCIATION  
ACADEMY OF STUDENT PHARMACISTS





## THE APhA-ASP POLICY PROCESS (STEPS I-XIII)

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### I. APhA-ASP MEMBER

- This is where the process begins. A member develops an idea on how to change or improve the profession of pharmacy.

### II. APhA-ASP CHAPTER

- Member takes that idea to his/her chapter for discussion.
- Other chapter members are informed and support is generated for the idea.
- Chapter works together to formulate the idea into a proposed resolution.
- Chapter brings the proposed resolution to the Midyear Regional Meeting (MRM) Policy Proposal Forum.

### III. MIDYEAR REGIONAL MEETING (MRM) POLICY PROPOSAL FORUM

- Chaired by the Regional Delegate.
- Proposed resolutions are presented to the floor by a Chapter or individual members.
- All members and non-members may comment on the proposed resolutions.

### IV. CLOSING BUSINESS SESSION AT THE MRM

- Proposed resolutions from the Policy Proposal Forum are voted upon by the Chapter Delegates. The proposed resolutions that pass are then forwarded to the APhA-ASP Resolutions Committee.
- The purpose of this session is not to write or wordsmith the actual language, just agree on a concept. The APhA-ASP Resolutions Committee will reword and formulate the language and background statements for the most important proposed resolution passed at all eight MRMs.

### V. APhA-ASP RESOLUTIONS COMMITTEE

- Chaired by the Speaker of the APhA-ASP House of Delegates.
- Members include the eight Regional Delegates.
- This committee chooses what it believes are the most important ideas and formulates proposed resolution statements that will be presented to the APhA-ASP House of Delegates at the APhA Annual Meeting.

### VI. PROPOSED RESOLUTIONS SENT TO ALL APhA-ASP CHAPTERS

- Proposed resolutions and background statements should be discussed by chapter members.
- A consensus on how your chapter feels about each resolution could be reached at this point, until further discussion at the Open Hearing on Proposed Resolutions and the APhA-ASP House of Delegates Session during the APhA Annual Meeting.

### VII. APhA-ASP OPEN HEARING ON RESOLUTIONS AT THE APhA ANNUAL MEETING

- Chaired by the Speaker of the APhA-ASP House of Delegates.
- Anyone, including non-APhA-ASP members, may voice their opinions on proposed resolutions.
- Changes, whether they are additions, deletions or wording changes, are proposed at this time by anyone who feels there is a need.
- The APhA-ASP Reference Committee is present at this time taking note of any changes that are suggested.

### VIII. APhA-ASP REFERENCE COMMITTEE

- Chaired by the Speaker of the APhA-ASP House of Delegates.
- Members include the eight Regional Members-at-large or other APhA-ASP members appointed by the APhA-ASP National Executive Committee.
- This is a closed session where all the proposed changes from the Open Hearing on Resolutions are discussed.

### IX. REFERENCE COMMITTEE MAKES RECOMMENDATIONS TO THE APhA-ASP HOUSE OF DELEGATES

- May recommend the adoption of the resolution.
- May recommend the rejection of the resolution.
- May recommend the referral of the resolution to the APhA-ASP National Executive Committee.
- May recommend the adoption of the resolution as amended by the Committee.

### X. APhA-ASP HOUSE OF DELEGATES

- Chaired by the Speaker of the APhA-ASP House of Delegates.
- Voting Members are 123 chapter delegates + 4 APhA-ASP National Executive Committee members = 127 total delegates for 2012. **Please note:** *The increase to 123 delegates includes the following chapters scheduled to receive their charter at the 2012 APhA-ASP House of Delegates: Philadelphia College of Osteopathic Medicine, Roosevelt University, Rosalind Franklin University of Medicine and Science, Saint Joseph College, University of South Florida, and Western New England University. New chapters will receive their charters at the start of the first House session.*
- One student representative from each of the following pharmacy organizations is invited to participate as an *observer* to the APhA-ASP House of Delegates: Academy of Managed Care Pharmacy (AMCP), American Society of Consultant Pharmacists (ASCP), American Society of Health-Systems Pharmacists (ASHP), National Community Pharmacists Association (NCPA), National Pharmaceutical Association -

Student National Pharmaceutical Association (NPhA-SNPhA), and the International Pharmaceutical Students' Federation (IPSF).

- The APhA-ASP National Executive Committee may invite a student representative from health professional organizations to participate as an *observer* to the APhA-ASP House of Delegates.
- The APhA-ASP House of Delegates votes on the recommendations of the APhA-ASP Reference Committees regarding each proposed resolution submitted by the APhA-ASP Resolutions Committee. The APhA-ASP House does NOT vote directly on the proposed resolution statements.
- Any new resolutions are presented as New Business during the final APhA-ASP House of Delegates Session.
- APhA-ASP House of Delegates also elects the APhA-ASP National Executive Committee offices of National President-elect (2-year term), two National Members-at-large (1-year term) and the Speaker of the APhA-ASP House of Delegates (1-year term).

### XI. APhA-ASP POLICY STANDING COMMITTEE

- APhA-ASP Policy Standing Committee solicits comments from chapters on proposed actions to be taken on passed resolutions from the APhA-ASP House of Delegates.
- APhA-ASP Policy Standing Committee convenes to determine implementation of passed resolutions.

### XII. APPROVAL BY APhA BOARD OF TRUSTEES

- APhA Board of Trustees reviews and approves the Report of the APhA-ASP House Delegates Session and the Report of the APhA-ASP Policy Standing Committee on recommendations to implement the resolutions.

### XIII. ACTION ON RESOLUTIONS IMPLEMENTED

- APhA-ASP Policy Standing Committee takes action on resolutions and encourages chapters to implement resolutions on local levels where applicable.
- Yearly report on the status of passed resolutions is presented at following Annual Meeting.

## SUMMARY OF THE APhA-ASP POLICY PROCESS

- A student pharmacist member named Penny Sillen is concerned about the exclusion of pharmacists from the current distribution of drug samples by physicians in her local area. She would like to see this issue addressed, but is not sure how she can make a difference.
- Penny takes her concern to her APhA-ASP Chapter for discussion.
- Penny's chapter feels strongly about the issue and decides to present it as a proposed resolution at the APhA-ASP Midyear Regional Meeting. The proposed resolution language is as follows:

*APhA-ASP supports a measure to include pharmacists in a drug sampling distribution system.*

- At the MRM Policy Proposal Forum, Penny speaks at the microphone to her region on why this issue is important and why APhA-ASP needs to have policy on this issue.
- The proposed resolution is voted on by the MRM Chapter Delegates during the Closing Business Session and it passes. The proposed resolution is then forwarded to the APhA-ASP Resolutions Committee.
- The APhA-ASP Resolutions Committee discusses the proposed resolution during their Committee meeting in January. The Committee agrees that this is a very important issue and decides to complete research on the distribution of drug samples to patients. Final language and a comprehensive background statement are then developed.
- The proposed resolutions to be considered at the APhA-ASP House of Delegates are then sent to all APhA-ASP Chapters for further discussion. Penny's proposed resolution was reworded by the Resolutions Committee as follows:

*APhA-ASP encourages the inclusion of pharmacists in the drug sample distribution system.*

- Penny and her chapter are excited to see their issue being brought forth on a national level to

be discussed by the APhA-ASP House of Delegates. The Chapter has meetings in regards to all the proposed resolutions for consideration at the APhA Annual Meeting.

- When Penny and her chapter arrive at the APhA Annual Meeting and Exposition, the proposed resolution is discussed at the APhA-ASP Open Hearing on Proposed Resolutions. During the hearing, another APhA-ASP Chapter states its support for the resolution, but asks that it also include a possible mechanism to control the distribution and dispensing of drug samples.
- The APhA-ASP Reference Committee takes notes during the Open Hearing and discusses all comments on proposed resolutions in closed session. The APhA-ASP Reference Committee recommends that the APhA-ASP House of Delegates adopt the following resolution as amended:
  1. *APhA-ASP encourages the inclusion of pharmacists in the drug sample distribution system.*
  2. *APhA-ASP encourages state and federal regulatory agencies to monitor distribution of drug samples to patients.*
- The APhA-ASP House of Delegates then votes on the Reference Committee recommendation regarding the proposed resolution. The APhA-ASP House votes to accept the Reference Committee recommendation. Penny Sillen's idea has become an APhA-ASP Adopted Resolution.
- The APhA-ASP Policy Standing Committee then meets to determine the most appropriate actions to be taken on the adopted resolution. They develop a plan to contact state and federal regulatory agencies as well as write a letter to other national healthcare professional organizations about this issue. A report is then developed for the APhA Board of Trustees.
- The APhA Board of Trustees approve the Policy Standing Committee's plan and recommend that the adopted resolution be considered by the APhA Policy Committee and developed as a proposed policy for the APhA House of Delegates.



## APhA POLICY-RELATED COMMITTEES/ACTIONS

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### APhA-ASP POLICY STANDING COMMITTEE

- May recommend an APhA-ASP adopted resolution be forwarded to the APhA Board of Trustees to be assigned to the APhA Policy Committee or APhA Staff for action.
- May recommend specific action be taken or refer the resolution to the APhA-ASP National Executive Committee for action.

### APhA BOARD OF TRUSTEES

- APhA Board of Trustees selects the issues that will be considered by the APhA Policy Committees.

### APhA POLICY COMMITTEE

- The Speaker of the APhA House of Delegates appoints this committee. An APhA-ASP member serves on this committee.
- The APhA Policy Committee develops proposed policy statements, which are forwarded to the APhA House of Delegates.

### APhA HOUSE OF DELEGATES

- The APhA House of Delegates votes on the recommendations of the APhA Policy Committee.
- The APhA House of Delegates elects the Speaker of the APhA House of Delegates.

## APhA STRUCTURE

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### APhA ACADEMIES

- The American Pharmacists Association is divided into three Academies:
    - Academy of Pharmacy Practice and Management (APhA-APPM) - serves those members of APhA whose primary focus is the practice and management of pharmacy.
    - Academy of Pharmaceutical Research and Science (APhA-APRS) - serves the needs of pharmacists science and research interests.
    - Academy of Student Pharmacists (APhA-ASP) - serves the student pharmacist members at the schools and colleges of pharmacy as their primary voice in their chosen profession.
  - Each APhA Academy has 28 delegates in the APhA House of Delegates. APhA-ASP's delegates to the APhA House are as follows ( $16 + 8 + 4 = 28$  Delegates) :
    - 16 Members of the APhA-ASP Standing Committees (4 Standing Committees x 4 members each = 16).
    - 8 APhA-ASP Regional Delegates.
    - 4 Members of the APhA-ASP National Executive Committee: National President-elect, two National Members-at-large, and the Speaker of the APhA-ASP House of Delegates
- NOTE:** the APhA-ASP National President serves as a delegate; however the National President is seated as a member of the APhA Board of Trustees.
- The major activities of each APhA Academy are conducted through Standing Committees. A member of the Academy Executive Committee serves as committee chair. Each APhA Academy has four standing committees on Awards, Communications/Publications, Education and Policy.

## APhA-ASP STANDING COMMITTEES

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### **AWARDS STANDING COMMITTEE**

Reviews the annual Chapter Achievement Award reports submitted by the chapters and selects the winners of the individual APhA-ASP Awards. These awards include: APhA Student Leadership Awards, APhA-ASP Outstanding Chapter Advisor Award, APhA-ASP Outstanding Dean Award and the Linwood F. Tice Friend of APhA-ASP Award. The Committee also participates in the review of the APhA-ASP patient care awards, develops new awards for the Academy and recommends new awards to the APhA Board of Trustees.

### **COMMUNICATIONS STANDING COMMITTEE**

Reviews existing Association publications to recommend revisions and provide suggestions for future publications. This includes: *Student Pharmacist*, *Pharmacy Today*, *JAPhA* and *improvements to the APhA-ASP Web site and e-communications*.

### **EDUCATION STANDING COMMITTEE**

Reviews existing education programs as they apply to student pharmacist and provides suggestions for additional APhA educational programming. This includes recommending sessions for the APhA Annual Meeting and the Midyear Regional Meetings. The Committee also serves as the APhA-ASP representatives to the AACP/APhA-ASP Professionalism Committee.

### **POLICY STANDING COMMITTEE**

Reviews resolutions passed by the APhA-ASP House of Delegates and takes appropriate action for their implementation. The committee also reviews resolutions from previous years to insure continued action on appropriate issues (this is also known as the sun-setting process). Recommends policy suggestions to the APhA Board of Trustees according to the Academy's views.

- In order to be eligible for an APhA-ASP Standing Committee appointment, students must demonstrate leadership qualities within their own chapter and remain a student pharmacist member throughout the Committee's term. The committees are appointed by the APhA-ASP National Executive Committee during their January Business Meeting. The APhA-ASP National Executive Committee also appoints the vice-chair of each Committee.

## FURTHER INFORMATION

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For further information regarding the APhA-ASP Policy Process, APhA-ASP Structure, or student programming at the American Pharmacist Association, please contact a member of the APhA Student Development Staff or visit our Web site.

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