



# news

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International  
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Federation

**FIP/Hospital Pharmacy Section**

## newsletter 42

## Special edition

# Call for volunteers for Committees of the FIP Hospital Pharmacy Section

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## ***Call for Volunteers for FIP Hospital Pharmacy Section Committees***

The Section has been extremely active over the past years and wants to engage section members that are not on the ExCo to also get involved in our activities. In September 2013, we launched several committees and members present at the AGM were able to register their interest in participating in one of more committee. This newsletter aims to showcase the committees to the broad membership of the section and ask members that are interested to volunteer to serve on a committee. After reading each of the committee charters if you are interested in helping, volunteers should email e-mail Lee Vermeulen at [LC.Vermeulen@hosp.wisc.edu](mailto:LC.Vermeulen@hosp.wisc.edu) by 1<sup>st</sup> June, 2014

# Committees of the FIP Hospital Pharmacy Section

*Approved by FIP Hospital Pharmacy Section, 4<sup>th</sup> September, 2013, Dublin, Ireland.*

## Background

The FIP Hospital Pharmacy Section established several standing committees, focusing on various areas of interest of the Section, in an effort to increase member involvement in Section and FIP activities. The creation of Committees is allowed under Article 8 of the HPS Section Statutes. The HPS Executive Committee oversees the activities of all Section Committees.

The Committees established in September, 2013 are summarized here:

<b>Committee</b>	<b>General Charge</b>
Membership Committee	Identifying ways to increase membership, developing documents that list benefits of membership, etc.
Programme Committee	Guiding session development discussions in preparation for future Congresses.
Communications Committee	Coordination of Newsletter, web site and other communication strategies.
Research Committee	Coordinate activities of the World Hospital Practice Research Committee (WHoPReC).
Finance Committee	Fundraising and other financial matters.
Basel Statement Promotion Committee	Provide stewardship of the Basel Statements, encouraging application worldwide.

## Committee Structure

Each committee will be comprised of Section members who have volunteered to participate. It is expected that each Committee will have 4-6 members, representing as many different countries as possible. Membership may be larger for some Committees, based upon its expected workload and/or relative popularity amongst members. It is anticipated that individual members will not serve on more than 2 Committees simultaneously.

Each Committee will be coordinated by one or more members of the HPS ExCo. While no term-limits are currently in place for Committee members, it is anticipated that members will serve for a minimum of 2 years.

## Committee Activities

A charge has been established for each Committee (see below). It is anticipated that Committees will meet via teleconference on a quarterly basis (coordinated by the ExCo representatives to each Committee), and in person at each FIP Congress, to discuss the business of the Committee. Activities of each Committee will be reported back to the ExCo on a regular basis, and reported at least once per year in the Section newsletter. Brief verbal reports from each Committee will be provided at the Section Assembly, which meets annually during the FIP Congress.

The work of each Committee is determined by its charge. Some Committees may meet more frequently during particular times of the year. For example, the Programming Committee may need to meet more frequently in the months leading up to the deadline for Congress programme proposals, as they develop the Section programme elements.

## Membership

Individual HPS members interested in participating on a Committee should contact any member of the HPS ExCo. Anyone with an interest will be placed on a Committee as space becomes available.

## **FIP Hospital Pharmacy Section Membership Committee Charter**

*September 2013*

### Committee Charge

The HPS Membership Committee is charged with identifying ways to increase membership, developing documents that list benefits of membership, and other activities that increase membership value.

### Committee Aims

1. Provide guidance and support to the Section Executive Committee on matters related to activities that increase the value of membership.
2. Review quarterly reports of membership renewals, and support regional Vice Presidents in their efforts to encourage existing members to pay dues and continue their membership.
3. Develop and implement campaigns to encourage pharmacists who are not current Section members to join the Section.
4. Develop and maintain reports on Section membership activities.
5. Conduct other membership-related tasks as assigned by the HPS ExCo.

### Membership

The committee will be comprised of 4 to 6 active Section members and the Section Membership Committee Co-Chairs. The committee co-chairs will be officers within the Section and will be the liaisons between the Membership Committee and the HPS Executive Committee. Committee members will be recruited from the general Section membership and will be endorsed by the HPS Executive Committee.

### Committee Activities

The Committee will meet telephonically at least once per quarter to discuss Committee activities. Minutes from each meeting will be forwarded to the Section Secretary to be shared with the HPS ExCo. The Committee may also meet in person at each FIP Congress.

It is expected that each Committee member will work on several specific tasks every year. The time anticipated time commitment is not expected to exceed 3 to 4 hours per month per member.

## **FIP Hospital Pharmacy Section Programme Committee Charter**

*September 2013*

### Committee Charge

The HPS Programme Committee is charged with guiding session development discussions in preparation for future Congresses. Timelines for specific programming decisions and actions are provided.

### Committee Aims

1. Provide guidance on the timeline for programming topic decisions that are made at FIP headquarters level and at the hospital pharmacy section level.
2. Identify deadlines for topic suggestions for FIP HQ consideration, for speaker recruitment, presentation objectives, abstract submission and slides for sharing will all session speakers.
3. Coordinate planning by HPS so that all officers are involved in chairing or co-chairing sessions over the course of their term in office.
4. Review program session evaluations for use in determining improvements and future topics.
5. Be aware of topics of interest to other sections and how collaboration between and among sections might increase the rigor of the presentation and of interest in the topic.

### Membership

The committee will be comprised of 4 to 6 active Section members and the Section Programme Committee Co-Chairs. The committee co-chairs will be officers within the Section and will be the liaisons between the Programme Committee and the HPS Executive Committee. Committee members will be recruited from the general Section membership and will be endorsed by the HPS Executive Committee.

### Committee Activities

One of the activities of the committee is to disseminate the program decisions timeline for each Congress. Another activity is to make sure the deadlines are discussed and met during Section teleconferences and meetings.

See the following table for a template of program activity deadlines.

## For FIP Congress in Year XXXX:

Year	Month	Day	Task
Yr XXXX-1	February	15	- Submission of sessions proposals
	March	30	- Selection of sessions by Programme Committee
	April	30	- First approach of CPC speakers by the Chair
			- Feedback on the decisions of the programme committee to SIGs and Sections
	May	30	- Finalization of the sessions titles
			- Finalization of the content of the CPC sessions - Deadline for the 2 <sup>nd</sup> announcement
September	30	- Finalization of SIGs' / sections' speakers and sessions	
November	30	- Deadline for the preliminary programme	
Yr XXXX	January	10	- Launch of congress programme website
			- Speakers' and chairs invitations to be sent out
	April	30	- Abstract deadlines (for posters)
	May	15	- 1 <sup>st</sup> deadline for congress registration
			- List of abstracts accepted
		30	- Deadlines for the final programme
	June	15	- List of abstracts accepted
	August	1	- 2 <sup>nd</sup> deadline for congress registration
	Late August / September		Congress
	November	30	- Feedback from FIP on sessions evaluation
December	1	- Speakers' presentation on FIP website	
	30	- IPJ December issue: feedback on congress	

## **FIP Hospital Pharmacy Section Communication Committee Charter**

*September 2013*

### Committee Charge

The HPS Communications Committee is charged with coordination and support of all communications to and amongst Section members.

### Committee Aims

6. Provide guidance and support to the Section Assistant Secretary in the development and editing of the Section Newsletter.
7. Develop and maintain a Section blog or listserv that provides Section members with the ability to communicate with one another quickly, about issues relevant to hospital pharmacy practice.
8. Coordinate the Section Poster Competition, held at each FIP Congress.
9. Coordinate the distribution of documents, prepared by FIP and external organizations (e.g., WHO, etc.), to Section members for review and comment.
10. Other communication-related tasks as assigned by the HPS ExCo.

### Membership

The Committee will be comprised of 4 to 6 active Section members, the Section Secretary and Assistant Secretary. The Section Assistant Secretary will be the liaison between the Committee and the HPS ExCo. The Committee will be Chaired by a Section member, selected by the Committee in consultation with the HPS ExCo. Committee members will be recruited from the general Section membership, and will be endorsed by the HPS ExCo.

### Committee Activities

The Committee will meet telephonically at least once per quarter to discuss Committee activities. Minutes from each meeting will be forwarded to the Section Secretary to be shared with the HPS ExCo. The Committee may also meet in person at each FIP Congress.

It is expected that each Committee member will work on several specific tasks every year. The time anticipated time commitment is not expected to exceed 3 to 4 hours per month per member.

## **FIP Hospital Pharmacy Section Research Committee Charter**

*September 2013*

### Committee Charge

The HPS Research Committee is charged with coordination and support of all research activities that are occurring amongst Section members.

### Committee Aims

11. Produce high quality, internationally focused research on hospital pharmacy practices to improve health outcomes.
12. Link research activities with the Section's Basel Statements.
13. Recruit PhD students to conduct hospital pharmacy research activities around the world.

### Membership

The Committee will be comprised of 4 to 6 active Section members and a member of the HPS ExCo. The HPS ExCo member will be the liaison between the Committee and the HPS ExCo. The Committee will be Chaired by a Section member, selected by the Committee in consultation with the HPS ExCo. Committee members will be recruited from the general Section membership, and will be endorsed by the HPS ExCo.

### Committee Activities

The Committee will meet telephonically at least once per quarter to discuss Committee activities. Minutes from each meeting will be forwarded to the Section Secretary to be shared with the HPS ExCo. The Committee may also meet in person at each FIP Congress.

It is expected that each Committee member will be involved on at least one research activity aimed at improving hospital pharmacy practices each year.



## **FIP Hospital Pharmacy Section Finance Committee Charter**

*September 2013*

### Committee Charge

The HPS Finance Committee is charged with coordination and support of all financial operations of the Section and efforts to raise corporate support for Section activities.

### Committee Aims

14. Provide guidance and support to the Section Treasurer in the financial management of the Section.
15. Develop and maintain reports on Section financial activities.
16. Develop and implement strategies for gaining corporate support for Hospital Pharmacy Section programs and activities.
17. Other finance-related tasks as assigned by the HPS ExCo.

### Membership

The Committee will be comprised of 4 to 6 active Section members, including the Section Treasurer. The Section Treasurer will be the liaison between the Committee and the HPS ExCo. The Committee will be Chaired by a Section member, selected by the Committee in consultation with the HPS ExCo. Committee members will be recruited from the general Section membership, and will be endorsed by the HPS ExCo.

### Committee Activities

The Committee will meet telephonically at least once per quarter to discuss Committee activities. Minutes from each meeting will be forwarded to the Section Secretary to be shared with the HPS ExCo. The Committee may also meet in person at each FIP Congress.

It is expected that each Committee member will work on several specific tasks every year. The time anticipated time commitment is not expected to exceed 3 to 4 hours per month per member.

## **FIP Hospital Pharmacy Section Basel Statement Committee Charter**

*September 2013*

### Committee Charge

The HPS Basel Statement Committee is charged with providing stewardship of the Basel Statements, and encouraging application worldwide.

### Committee Aims

18. To disseminate the Basel Statements.
19. To provide a platform for HPS members to discuss issues around Basel Statement Implementation
20. To assist the research committee with Basel Statement research.
21. To assist with future revision and maintenance of the Basel Statements.

### Membership

The Committee will be comprised of 4 to 6 active Section members and selected members of the HPS ExCO. The HPS ExCO lead member will be the liaison between the Committee and the HPS ExCo. The Committee will be Chaired by a Section member, selected by the Committee in consultation with the HPS ExCo. Committee members will be recruited from the general Section membership, and will be endorsed by the HPS ExCo.

### Committee Activities

The Committee will meet telephonically at least twice per year to discuss Committee activities. Minutes from each meeting will be forwarded to the Section Secretary to be shared with the HPS ExCo. The Committee may also meet in person at each FIP Congress.

## Recognition of Hospital Pharmacy Section Sponsors

The Hospital Pharmacy Section is very grateful to these sponsors for their support of Section activities.

**MCKESSON**

*Empowering Healthcare*



### Organizational Sponsors of the Hospital Pharmacy Section

In addition to corporate sponsors, many national and regional pharmacy organizations have provided financial and in-kind support of the activities of the FIP Hospital Pharmacy Section. We gratefully recognize these contributors:

- The French Ordre des Pharmaciens
- The Japanese Society of Hospital Pharmacists

## **HOSPITAL PHARMACIST SECTION OFFICERS**

### **PRESIDENT**

Jacqueline Surugue (2010-2014)  
Chief, Pharmacy Department  
Centre Hospitalier Georges Renon  
France  
E-mail: [jsurugue@gmail.com](mailto:jsurugue@gmail.com)

### **SECRETARY**

Lee Vermeulen (First Term, 2012-2016)  
Director, Center for Clinical Knowledge  
Management  
University of Wisconsin Hospital and  
Clinics  
Clinical Professor of Pharmacy  
United States of America  
E-mail: [lc.vermeulen@hosp.wisc.edu](mailto:lc.vermeulen@hosp.wisc.edu)

### **ASSISTANT SECRETARY**

Rebekah Moles (First Term, 2012-2016)  
Senior Lecturer  
Faculty of Pharmacy  
University of Sydney  
Australia  
E-mail: [rebekah.moles@sydney.edu.au](mailto:rebekah.moles@sydney.edu.au)

### **TREASURER**

James Stevenson (First Term, 2010-2014)  
Chief Pharmacy Officer  
University of Michigan Health System  
United States of America  
E-mail: [jimsteve@umich.edu](mailto:jimsteve@umich.edu)

### **IMMEDIATE PAST PRESIDENT**

Andy Gray (2010-2014)  
Senior Lecturer  
University of KwaZulu-Natal  
South Africa  
E-mail: [graya1@ukzn.ac.za](mailto:graya1@ukzn.ac.za)

### **VICE-PRESIDENT FOR AFRICA**

Rebecca Buckle Nordor (Second Term, 2010-  
2014)  
Director of Pharmacy  
Korle Bu Teaching Hospital  
Ghana  
E-mail: [kaibuckle@yahoo.com](mailto:kaibuckle@yahoo.com)

**VICE-PRESIDENT FOR WESTERN PACIFIC**  
Jonathan Penm (First Term 2012-2016)  
Clinical Pharmacist  
Sydney and Sydney Eye Hospital  
Australia  
E-Mail: [jon.penm@gmail.com](mailto:jon.penm@gmail.com)

**VICE-PRESIDENT FOR EUROPE** Robert  
Moss (First Term, 2010-2014) Head of  
Pharmacy  
Farmadam  
Aerdenhout  
The Netherlands  
E-mail: [robert.j.moss@gmail.com](mailto:robert.j.moss@gmail.com)

### **VICE-PRESIDENT FOR JAPAN**

Yasuo Takeda (First Term, 2010-2014)  
Professor & Director  
Dept of Pharmacy & Pharmacology  
Graduate School of Medical & Dental Sciences  
Kagoshima University  
Japan  
Email: [takeda@m.kufm.kagoshima-u.ac.jp](mailto:takeda@m.kufm.kagoshima-u.ac.jp)

**VICE-PRESIDENT FOR AMERICAS** Marianne Ivey  
(Second Term, 2010-2014) Associate Professor,  
Pharmacy Practice University of Cincinnati  
College of Pharmacy United States of  
America  
E-mail: [MarianneIvey@aol.com](mailto:MarianneIvey@aol.com)

### **VICE-PRESIDENT FOR EASTERN MEDITERRANEAN**

Abdul Latif Sheikh (First Term, 2010-2014)  
President, Society of Hospital Pharmacists of  
Pakistan  
Consultant, Pharmacy Services  
The Aga Khan University Hospital  
Pakistan  
E-mail: [latif.sheikh@aku.edu](mailto:latif.sheikh@aku.edu)

### **VICE-PRESIDENT FOR SOUTH EAST ASIA**

Eurek Ranjit (First Term, 2010-2014)  
Katmandhu  
Nepal  
Email: [eurekranjit@gmail.com](mailto:eurekranjit@gmail.com)