

**Montana Pharmacy Association Policy:
Health-Systems Academy
Effective Date: September 29, 2017**

Purpose of the Health-Systems Academy

The purpose of the Montana Pharmacy Association Health-Systems Academy is to:

- 1) Provide a mechanism for pharmacists, student pharmacists, and pharmacy technicians practicing in hospitals or health systems to share common professional interests, establish standards of practice, and provide input to the Montana Pharmacy Association (MPA) Board of Directors related to policy development.
- 2) Maintain affiliation with the American Society of Health-System Pharmacists (ASHP).
- 3) Provide a mechanism for the election of individuals to represent Montana at the ASHP House of Delegates.

Membership in the Health-Systems Academy

All members of MPA who practice in hospitals or health systems shall comprise the Health-Systems Academy. Student pharmacist members will be invited to participate in Academy activities. MPA will maintain a list of all members who comprise the Academy in the membership database.

Leadership of the Health-Systems Academy

The Health-Systems Academy shall be led by an Executive Committee, which shall be comprised of the following:

- 1) Health-system members of the MPA Board of Directors: 3 – 5 individuals
 - a. One will serve as Chair of the Academy
 - b. One will serve as Chair-Elect of the Academy (in the Chair's second year only)
 - c. Others will serve as Executive Committee members
- 2) Immediate Past Chair of the Academy (in the Chair's first year only) : 1 individual
- 3) Montana ASHP Delegates, including Alternate Delegate: 3 individuals
- 4) At-Large members: 2 individuals
- 5) Resident Pharmacist Member: 1 individual
- 6) Ad Hoc Members: 1-2 individuals

The Chair of the Academy's Executive Committee will be selected by the members of the committee and shall serve a term of two years. The Immediate Past Chair will remain on the Academy's Executive Committee for one year following election of a new Chair. In the Chair's second year of service, a Chair-Elect will be selected by members of the committee and serve a term of one year. At completion of the one-year term, the Chair-Elect will become the Chair of the Academy's Executive Committee. The Chair and Chair-Elect must serve on the MPA Board of Directors during their terms, and the Immediate Past Chair must be an MPA member during his/her term. The Chair-Elect, Chair, and Immediate Past Chair will all have voting authority within the Executive Committee.

Table 1 illustrates the progressive structure of the Chair-Elect, Chair, and Immediate Past Chair positions based upon a new chairperson's MPA Board of Directors term.

Table 2 describes the overlapping structure of the Chair-Elect, Chair, and Immediate Past Chair positions.

| Table 1. Progressive Structure of Chair-Elect, Chair, and Immediate Past Chair Positions | | | | | | |
|---|----------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Year (based on Chair's MPA Board term) | | Year 1 MPA Board | Year 2 MPA Board | Year 3 MPA Board | Year 4 MPA Board | Year 5 MPA Member |
| Option 1: <ul style="list-style-type: none"> Chair starts in year 1 on MPA Board (Person A) | Person A | Chair | Chair | Immediate Past Chair | | |
| | Person B | Immediate Past Chair | | | | |
| | Person C | | Chair-Elect | Chair | Chair | Immediate Past Chair |
| Option 2: <ul style="list-style-type: none"> Chair starts in year 2 on MPA Board (Person A) | Person A | Chair-Elect | Chair | Chair | Immediate Past Chair | |
| | Person B | Chair | Immediate Past Chair | | | |
| | Person C | | | Chair-Elect | Chair | Chair |
| Option 3: <ul style="list-style-type: none"> Chair: starts in year 3 on MPA Board (Person A) | Person A | | Chair-Elect | Chair | Chair | Immediate Past Chair |
| | Person B | Chair | Chair | Immediate Past Chair | | |
| | Person C | | | | Chair-Elect | Chair |
| All Options: <ul style="list-style-type: none"> Immediate Past Chair position filled in year 1 of Chair's term Chair-Elect position filled in year 2 of Chair's term | | | | | | |

| Table 2. Overlap Structure of Chair-Elect, Chair, and Immediate Past Chair Positions | |
|--|-------------------------------|
| Year 1 of Chair's Term | Year 2 of Chair's Term |
| Chair (new, incoming) | Chair (experienced, outgoing) |
| Immediate Past Chair | Chair-Elect |

Further selection of members for the Academy's Executive Committee shall occur as follows. The Montana ASHP Delegates will be elected by the Montana ASHP members and serve staggered progressive three-year terms—first year serving as the alternate delegate, second year serving as the junior delegate, and the third year serving as the senior delegate. The At-Large members will be selected by members of the Executive Committee and will serve staggered two-year terms. The Montana ASHP Delegates and At-Large members must be MPA members in order to have voting authority within the Executive Committee.

Budget of the Health-Systems Academy

The Executive Committee of the Academy will provide input to the MPA Board of Directors regarding any programs or activities they wish to undertake that may require the financial resources of MPA, and the requested needs from the Academy will be considered during the annual budgeting process. A separate line item within the MPA budget will be added for these monies and will be used with approval of the Executive Committee. The Academy has the option of establishing a membership fee and/or soliciting funds to support specific programs or travel. Funds obtained in this manner will be added to Academy budget line item for that Academy's use. The final budget of the Health-Systems Academy will be approved by the Executive Committee.

Travel Reimbursement for the Health-Systems Academy

Travel costs for only the MPA Board of Directors members of the Executive Committee will be reimbursed per the MPA Board Travel Policy.

Travel Reimbursement for Delegate Attendance at the Regional Delegate Conference (RDC)

Delegates, or alternate delegates, traveling to the ASHP RDC will be reimbursed at the yearly rate indicated by ASHP. Travel costs will be submitted per the MPA Board Travel Policy.

Policy Development Process

The health-system members of the MPA Board of Directors shall represent the Health-Systems Academy in all Board policy decisions. For policy issues specific to health-system practice, the Executive Committee of the Academy may develop policy positions or appoint a working group from the Academy to develop positions for approval by the Executive Committee.

Legislative Issues

Legislative positions are discussed and formulated at meetings of the MPA Board of Directors. The Executive Committee of the Academy will review and formulate a position on any legislative issues that may impact health-system pharmacy practice. The health-system members of the MPA Board of Directors will represent the Academy in discussions on any legislative positions affecting the members of the Academy. Every effort will be made to achieve consensus on legislative positions. When there is not mutual agreement on pharmacy initiatives, it often results in the inability to enact or block the bill. In cases where consensus cannot be achieved, MPA may take no position. If neither consensus nor adopting a neutral position can be achieved, MPA will allow the Academy to take a different position but only to speak on behalf of that Academy, not on behalf of MPA. Any MPA member may take a legislative position that differs from the MPA Board of Directors when speaking on his/her own behalf.