

## EDUCATIONAL PROGRAMS

**POLICY:** South Dakota Society of Health-System Pharmacists (SDSHP) shall provide quality educational programs for its members, consistent with the educational needs of the membership. All educational programs affiliated with SDSHP or using “SDSHP” or “South Dakota Society of Health-System Pharmacists” name shall have prior approval by the SDSHP Board of Directors.

### PROCEDURE:

1. The SDSHP President shall appoint an Annual Meeting Committee Chair and/or Continuing Education Committee Chair to develop and provide educational programs for the membership.
2. Educational program requests from membership, with adequate written programming information, shall be received by the SDSHP President no later than the 1<sup>st</sup> day of the month, to be included in the next SDSHP Board of Directors meeting.
  - a. Adequate written programming information shall include, but not be limited to program outline, program objectives, speaker qualifications, program source, and program references. If the program is in the form of a recording, this recording shall be available for review by the SDSHP Board of Directors.
  - b. Those requesting educational programs shall be notified of the SDSHP Board of Directors’ decision of program approval no later than the 1st of the month following the program request presentation to the Board of Directors.
3. Educational programs may be co-sponsored with other organizations. With co-sponsorship, SDSHP shall acknowledge co-sponsorship in the program announcement or other public manner, and may charge a co-sponsorship fee.
4. The Annual Meeting Committee and/or the Continuing Education Committee Chairs shall be responsible for ensuring that the required documentation for the educational program as required by the South Dakota Board of Pharmacy and/or Accreditation Council for Pharmacy Education (ACPE) is obtained and completed in an accurate and timely basis.
5. The Annual Meeting Committee Co-Chairs and/or the Continuing Education Committee Chair(s) shall act as the contact person for continuing education program approval with the South Dakota Board of Pharmacy and/or ACPE.
  - a. The ACPE accredited provider will maintain the required documentation for ACPE approved continuing educational credit.
  - b. The SDSHP Support Specialist will maintain the required documentation for South Dakota Board of Pharmacy approved continuing educational credit.

Developed by: D Sisson 10/2001

Approved by: SDSHP Board of Directors 11/13/01

Revised/Approved: SDSHP Board of Directors 11/14/05

Reviewed and Revised: J Opperman, J Kappes 1/2012

Approved by: SDSHP Board of Directors 1/17/2012

Reviewed: SDSHP Board of Directors 07/2016 Revised/

Approved: SDSHP Board of Directors 06/2019

Reviewed: SDSHP Board of Directors 06/2022