

FELLOW OF SDSHP RECOGNITION PROGRAM POLICY

POLICY:

The Fellow of South Dakota State Society of Health-System Pharmacists (FSDSHP) Recognition Program shall provide a means for the SDSHP Board of Directors to recognize and reward members who have distinguished themselves within SDSHP while also achieving excellence in the profession of pharmacy. Successful applicants shall demonstrate accomplishments and activities that exceed routine job requirements and reflect a sustained degree of commitment to both pharmacy practice and SDSHP, as outlined in the FSDSHP Application and Application Scoring Rubric.

PROCEDURE:

1. The Nominations Committee Chair in collaboration with the Support Specialist shall distribute a call for FSDSHP Applications to SDSHP members. The call for applications shall be initiated a minimum of 30 days prior to the application deadline.
2. The FSDSHP Application and Application Scoring Rubric documents contain the official application requirements and scoring criteria and will be made accessible to members via the SDSHP website.
 - a. The FSDSHP Application and Application Scoring Rubric documents shall be reviewed by the SDSHP Board of Directors at least once every three years in conjunction with review of the Fellow of SDSHP Recognition Program Policy. In addition, the Nominations Committee may recommend review and revision of FSDSHP documents by the Board of Directors on an ad hoc basis.
3. Applications submitted prior to the application deadline will be reviewed by the Nominations Committee. An incomplete application and/or supporting documents or failure to meet eligibility requirements as outlined in the FSDSHP Application may serve as a basis for application denial.
 - a. Current members of the SDSHP Nominations Committee may apply for FSDSHP; however, any committee member with a pending application must recuse himself/herself from the entire FSDSHP application review and scoring process during the affected application cycle.
 - b. Current members of the SDSHP Board of Directors are not eligible to apply.
4. Accepted applications will be evaluated by the Nominations Committee objectively using the FSDSHP Application Scoring Rubric.
 - a. Scoring shall be based solely on information provided in the FSDSHP Application, although the applicant's curriculum vitae or résumé may be used as a reference and to

assist with the Nomination Committee's overall assessment of the applicant's qualifications.

- b. The Nominations Committee shall submit the completed FSDSHP Scoring Rubric, including a recommendation to grant or deny fellowship status, to the Board of Directors.
5. The SDSHP Board of Directors has the ultimate authority to grant or deny Fellow of South Dakota Society of Health-System Pharmacists (FSDSHP) status.
 6. The Nominations Committee Chair will notify the applicant of the final decision no later than 30 days after the application deadline.
 7. All applicants who successfully achieve FSDSHP Designation shall:
 - a. Be recognized on the SDSHP website.
 - b. Receive a complimentary invitation to the SDSHP Annual Conference Awards Ceremony to be recognized. The registration fee to the annual conference will be waived for the recipient of the award.
 - c. Receive a certificate of recognition.

Developed by: A. Bryant 02/2023

Approved by: SDSHP Board of Directors 03/2023