



MSHP Fellow APPLICATION GUIDELINES

Fellow in the Massachusetts Society of Health-System Pharmacists (MSHP FELLOW)

I. Purposes

The MSHP's FELLOW Program serves the following purposes:

- a. to recognize excellence in pharmacy practice; and
- b. to grant recognition and to promote public awareness of pharmacists who have distinguished themselves in pharmacy practice.

II. Authority

The MSHP FELLOW Recognition Program shall be conducted under the general authority of the Society's Board of Directors. The Board shall approve all regulations pertaining to the operation of the Recognition Program.

III. Governance

Fellow Selection Committee

Function and Responsibilities

The program shall be administered by the Fellow Selection Committee, which shall have the following specific responsibilities, with respect to the MSHP FELLOW Program:

- a. to review and approve recognition eligibility criteria and, in general, to provide quality assurance for the program;
- b. to recommend for approval applications for recognition of individuals to the Board of Directors.
- c. to recommend to the Board of Directors any future changes in these Guidelines.

IV. General Criteria for Recognition

1. Candidate must demonstrate sustained practice excellence and professionalism in health-system pharmacy practice for 5 years or greater.

Interpretation

The term "candidate", for purposes of this program, includes pharmacists who are members of MSHP as defined in the governing documents.

In fulfilling this criterion, it is expected that the level of demonstrated practice will reflect a commitment to practice excellence throughout his or her career. The candidate must provide sufficient documentation that a level of excellence has been



achieved through sustained practice. For example, development, implementation, or enhancement of systems or programs (within the candidate's current or a previous practice site) that resulted in an improved level of practice. Particular emphasis shall be placed on innovation, creativity, and conceptualization of new or improved practice methods. Since it is recognized that these factors are not the exclusive basis upon which to determine practice excellence, other evidence submitted by the candidate that addresses this criterion will be considered.

Of paramount importance will be the applicant's ability to communicate clearly in writing: a) significant contributions to health-system pharmacy practice; and, b) why the candidate believes that a level of practice excellence has been achieved.

In addition, each candidate must assure that at least three colleagues (practitioners, administrators, or academicians) attest to the applicant's professionalism and contributions as a practitioner by addressing these two points. To this end, a candidate and colleagues writing on his or her behalf must not focus on one accomplishment only but, rather, must personally assess the extent to which the applicant's overall contributions have made a positive impact on pharmacy practice.

2. Candidate shall have contributed to the total body of knowledge in pharmacy practice.

Interpretation

The following may be submitted as evidence that the candidate has a record of contributing to the total body of knowledge in pharmacy practice.

- a. publication of scientific or professional papers on relevant topics of pharmacy in refereed journals (senior author or coauthor is acceptable); and/or publication of a textbook or several chapters in a textbook(s) on some aspect of pharmacy; and/or
- b. presentations at professional meetings; and/or
- c. production or publication of educational aids on some aspect of pharmacy.

3. Candidate must be involved in and committed to educating practitioners and others.

Interpretation

Each candidate must be actively involved in educational programs. For example: a) making presentations to health-care practitioners on topics that pertain to pharmacy practice; b) providing guidance to colleagues practice; c) precepting residents; d) mentoring staff; e) training technicians; f) conducting clerkships; g) educating students; and/or, h) educating the public.

In fulfilling this criterion, the candidate and at least three colleagues must each provide written commentary that addresses the applicant's commitment to education.

4. Candidate must demonstrate active involvement and leadership in professional activities.

Interpretation

Candidate must support the profession as evidenced by a record of consistent and active involvement and leadership in professional activities, such as membership and participation in MSHP. Some examples of activities in which a candidate may have participated are as follows:



- a. served as an elected officer of a national, state, regional, or local pharmacy organization;
- b. served as member of a pharmacy association policy recommending body;
- c. served as a member of a commission, committee, task force, or ad hoc group established by a national, state, regional or local pharmacy association;
- d. served as a reviewer, editorial board member, or editor for a national, professional refereed journal; and/or
- e. served as a reviewer of papers submitted for presentation at national pharmacy meetings.

V. Designation of MSHP FELLOW Recognition Status

A candidate achieving recognition shall be designated a "Fellow of the Massachusetts Society of Health-System Pharmacists" (MSHP FELLOW). Candidates achieving MSHP FELLOW status shall be recognized at a ceremony, conducted on their behalf, during the MSHP Spring Meeting or Honors and Awards Banquet.

VI. Application Process

1. Members of the MSHP Board of Directors are not eligible to apply during their term of office.
2. Specific eligibility criteria, guidelines on interpretation for those criteria, and any additional pertinent information shall be included with the application.

It is permissible for an individual to request an application on behalf of a member of MSHP. Individuals choosing to submit an application on behalf of a colleague shall bear the responsibility for ensuring that all application materials are completed. In such instances, the candidate must still provide personal statements addressing criteria #1 and #3 of the application.

All requests for applications submitted to the MSHP FELLOW Selection Committee and as well as completed applications will remain confidential. Materials submitted in support of a candidate's bid for recognition status shall not be received by anyone other than the members of the MSHP FELLOW Selection Committee, or others involved in the review process.

3. Completed applications, including all supporting materials that address the specific criteria outlined for recognition status, are returned to the Chair of the MSHP Honors and Award Committee or designee no later than March 1. Only information contained in the application will be considered. The applicant has the burden of establishing that the criteria have been met. An application may be amended, expanded, or supplemented at any time until it is submitted to the MSHP FELLOW Selection Committee; thereafter, no changes can be made.
4. Acknowledgement of receipt of the application shall be sent to the candidate.
5. The Chair of the MSHP Honors and Award Committee submits completed files on all candidates to the MSHP FELLOW Selection Committee. The Selection Committee is comprised of the Fellows of MSHP.



6. The MSHP FELLOW Selection Committee renders its decision based only on the application materials and the criteria for recognition.
7. The candidate will be notified in writing, of the MSHP FELLOW Selection Committee decision following approval by the MSHP Board of Directors.
8. Successful candidates will be recognized at a special ceremony conducted on their behalf.

Approved by the Board of Directors on _____.



MSHP FELLOW Recognition Program Application

To be completed by the candidate

Name _____

Address (residence) _____

City _____ State _____ Zip _____

Residence telephone (____) _____ FAX number (____) _____

Business Address _____

City _____ State _____ Zip _____

Business telephone (____) _____ FAX number (____) _____

Email _____

Address to which correspondence regarding the MSHP FELLOW Recognition Program should be sent:

☐ Residence ☐ Business

Name and degrees to appear on plaque if MSHP FELLOW status is achieved (maximum of three degrees):



Identify the person you would like MSHP to notify at your institution if MSHP FELLOW status is achieved.

Name _____

Address _____

Phone number _____

Email Address _____

Education

List colleges and universities attended, dates of attendance, and degrees earned.

College or University	Dates	Degree/Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

Post Graduate Training (e.g., residency, fellowship)

Specific Type of Post Graduate Training	Institution	Preceptor	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional Experience

List, in reverse chronological order, your experience record in pharmacy practice.



Professional Activities

List offices, committees, etc., and dates served.

Publications

(Peer reviewed and Non peer reviewed)

List citations (most current first)

Presentations

Title	Audience	Location	Date
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Productions

(e.g., radio announcements, video presentations, online teaching tools)



Others:

Recommendations

Provide the names of at least six (6) colleagues (practitioners, administrators, or academicians) who will submit recommendations attesting to:

Contributions as a Practitioner

(use Recommendation Form A)

(1) _____

(2) _____

(3) _____

Educational efforts

(use Recommendation Form B)

(1) _____

(2) _____

(3) _____



Additional Documents Required From Applicant

Exhibit A -A concise, but sufficiently detailed, personal statement that addresses each of the following: a) the applicant's significant contributions to health system pharmacy practice, and b) why the applicant believes that a level of practice excellence has been achieved (see criterion #1).

Exhibit B- A concise, but sufficiently detailed, personal statement that addresses the quality of the applicant's educational efforts (see criterion #3).

Exhibit C- A brief description (i.e., one double-spaced page of 200 or less words) of the applicant's education, current position, and practice achievements. Please include an electronic copy of this information. This will be used in announcing and publicizing each of the Fellow recipients. (See the example from a previous publication in this packet.)

Exhibit D –Head Shot

Signature

Date

Important

1. Completed form.
2. Additional documents (Exhibits) in alphabetical order.

Please send an electronic copy of this application to: awards@mashp.org

Please submit a hard copy of the application materials for receipt at MSHP no later than **March 1**. Send to:

Chair, Honor and Awards Committee
Massachusetts Society of Health-System Pharmacists
4 Lan Drive, Suite 310
Westford, MA 01886



Exhibit C – EXAMPLE

R. Paul Baumgartner, Philadelphia College of Pharmacy and Science, Philadelphia, Pennsylvania

Education: B.S. in Pharmacy, University of Pittsburgh, 1956

Current position: Special Consultant, Office of the Dean, Philadelphia College of Pharmacy and Science

PHOTO

Practice achievements: Dr. Baumgartner practiced in a variety of hospital pharmacy settings before joining the University of Kentucky in 1976 as assistant dean. As director of pharmaceutical services for Appalachian Regional Healthcare (ARH), he led in the development of a model comprehensive pharmacy program. Beginning in 1964, the ARH pharmacy program computerized ambulatory patient records and expanded pharmacist roles in primary and home health care. While at the University of Kentucky, Dr. Baumgartner helped design an interdisciplinary ambulatory care center that integrated decentralized pharmaceutical services within the clinics. Between 1980 and 1993, he was manager of pharmacy relations for Merck Sharp & Dohme; his activities with the company resulted in large increases in research grants to the MSHP Research and Education Foundation, APHA, NARD, and other pharmacy foundations, associations, and schools. Dr. Baumgartner received the APHA Friend of the Academy of Students Award in 1992 and an honorary doctor of science degree from Campbell University in 1993. He served as MSHP President in 1974-75.

Susan Teil Boyer, MultiCare Medical Center, Tacoma, Washington

Education: B.S. in Pharmacy, University of Washington, 1972; M.S. in Clinical Hospital Pharmacy, Ohio State University, 1981; MSHP-Accredited Residency in Clinical Hospital Pharmacy, Ohio State University Hospitals, 1979-81; Fellow, Wharton Executive Management Program, University of Pennsylvania, October 1995

Current position: Director of Pharmacy/I.V. Therapy Services, MultiCare Medical Center

Practice achievements: At MultiCare Medical Center, Ms. Boyer decentralized clinical services, computerized the department, automated dispensing, and promoted pharmaceutical care. The pharmacy department won two awards from the medical center for services to patients and physicians. Ms. Boyer was a hospital-wide coordinator for the institution's patient-focused work redesign project in 1992. She recently developed a specialty residency in drug information in conjunction with the Immunex Corporation; the program is set to begin in July 1996. She has been actively involved in the Washington State Society of Hospital Pharmacists, serving as chair for education and manpower in 1987, and she received the WSSHHP Leadership Award in 1992. Ms. Boyer also served on the MSHP Board of Directors from 1989 to 1993. She is an affiliate assistant professor at the University of Washington School of Pharmacy and a member of the editorial board of *Pharmacy Practice Management Quarterly*.

PHOTO

Vincent de Paul Burkhardt, School of Pharmacy, University of Washington, Seattle

Education: B.S. in Pharmacy, University of Maryland, 1959; M.S. in Institutional Pharmacy, University of Maryland, 1972

Current positions: Director of Pharmacy Services, University of Washington Medical Center and Harborview Medical Center; Professor and Vice Chairman, Department of Pharmacy, School of Pharmacy, University of Washington

Practice achievements: Mr. Burkhardt has been an innovator in pharmacy education and practice and a strong proponent of pharmaceutical care. He has authored numerous publications on pharmacy management. Mr. Burkhardt has also given many local and national presentations on patient education, the role of pharmacy administration in the expansion of clinical services, and the development, justification, and management of nutritional support services. He is director of the pharmacy practice residency program at the University of Washington. Mr. Burkhardt has served as member, vice chair, and chair of the MSHP Commission on Credentialing; member and vice chair of the MSHP Council on Education and Manpower; and preceptor for the MSHP Research and Education Foundation's Anticoagulation Service Traineeship. Mr. Burkhardt received the Outstanding Mentor Award from the Washington State Society of Hospital Pharmacists.

Karim Anton Calis, Warren G. Magnuson Clinical Center, National Institutes of Health (NIH), Bethesda, Maryland

Education: B.S. in Pharmacy, University of Maryland, 1984; Pharm.D., University of Maryland, 1986; M.P.H., School of Hygiene and Public Health, Johns Hopkins University, 1995

Current positions: Coordinator, Drug Information Service, and Endocrinology Clinical Pharmacy Specialist, National Institute of Child Health and Human Development (NICHD)

Practice achievements: Dr. Calis is a clinician, researcher, and educator. He has served as clinical pharmacy coordinator, assistant director for clinical services, and director of a nutritional and metabolic support service that he established in 1987. He is board certified in pharmacotherapy and nutritional support. Dr. Calis holds adjunct faculty appointments at the University of Maryland, Howard University, and the Medical College of Virginia. He is currently program director for the specialized residency in drug information practice, which he developed in 1992. He is chairman of the Antimicrobials Subcommittee at NIH and a member of the NICHD Institutional Review Board. Dr. Calis serves as column editor for the journal *Pharmacotherapy*, referee for several journals, reviewer for the *Massachusetts Hospital Formulary Service*, assistant editor for *Drugdex*, and contributor to *USP DI*. He is a member of the USP Expert Panel on Nutrition and Electrolytes and sits on the editorial board of *AJHP*. Dr. Calis has been a principal or associate investigator for many clinical studies at NIH.

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MSHP FELLOW Recognition Program

Recommendation Form A

Assessment of Candidate's Contributions as a Practitioner

Candidate Name _____

Address _____

City _____ State _____ Zip _____

Recommender Name _____

Address _____

City _____ State _____ Zip _____

Title _____ Affiliation _____

Email Address _____

Daytime phone number (____) _____ FAX number (____) _____

Candidate's professional relationship to you _____

Length of time of relationship with candidate _____

To the Candidate: Please print or type your name and address in the spaces provided above and give this form to a colleague (practitioner, administrator, or academician) familiar with your contributions to health system pharmacy practice who can attest to your practice abilities and aptitudes. This recommendation is to be mailed directly to the Chair of MSHP Honors and Awards Committee by the person completing it.

(Photocopy additional forms as needed.)

To the Recommender: The individual named above is applying for recognition as a Fellow of the Massachusetts Society of Health-System Pharmacists. The MSHP FELLOW Recognition Program is intended to recognize excellence in health system pharmacy practice and grant recognition to and promote public awareness of pharmacists who have distinguished themselves. **Please submit the original Recommendation Form and electronic copy to awards@mashp.org.**

As part of the application review process, it is critical that each candidate obtain written assessment from colleagues concerning his or her contributions to health system pharmacy. In order to fulfill this requirement, please respond to the following questions as thoroughly as possible:

1. In your opinion, what are the candidate's significant contributions to health system pharmacy?



2. Why do you believe that the candidate has achieved a level of excellence in health system pharmacy practice?

To the Recommender

PLEASE NOTE:

In addition to the above response, the MSHP MSHP FELLOW Selection Committee will also consider additional comments you submit regarding this individual. Please feel free to attach additional pages.

Signature of Recommender _____

Date _____

Please submit this Recommendation Form, including additional comments, and 8 (eight) photocopies for receipt no later than **March 1**.

Send to: MSHP, 4 Lan Drive, Suite 310, Westford, MA 01886



MSHP FELLOW Recognition Program

Recommendation Form B

Assessment of Candidate's Contributions as an Educator

Candidate Name _____

Address _____

City _____ State _____ Zip _____

Recommender Name _____

Address _____

City _____ State _____ Zip _____

Title _____ Affiliation _____

Daytime phone number (____) _____ FAX number (____) _____

Candidate's professional relationship to you _____

Length of time of relationship with candidate _____

To the Candidate: Please print or type your name and address in the spaces provided above and give this form to a colleague (practitioner, administrator, or academician) familiar with your contributions to health system pharmacy practice who can attest to your practice abilities and aptitudes. This recommendation is to be mailed directly to the Chair of MSHP Honors and Awards Committee by the person completing it.

To the Recommender: The individual named above is applying for recognition as a Fellow of the Massachusetts Society of Health-System Pharmacists. The MSHP FELLOW Recognition Program is intended to recognize excellence in health system pharmacy practice and grant recognition to and promote public awareness of pharmacists who have distinguished themselves. **Please submit the original Recommendation Form and electronic copy to awards@mashp.org.**

As part of the application review process, it is critical that each candidate obtain written assessment from colleagues concerning his or her contributions to health system pharmacy practice. In order to fulfill this requirement, please respond to the following questions as thoroughly as possible:

In your opinion, what has been the quality of the candidate's involvement in and commitment to educating practitioners and others. ("Educating" in this case is interpreted broadly to reflect precepting residents, mentoring staff, training technicians, and conducting clerkships and/or internships).

To the Recommender

PLEASE NOTE:

In addition to the above response, the MSHP FELLOW Recognition Committee will also consider additional comments you submit regarding this individual. Please feel free to attach additional pages.

Signature of Recommender _____

Date _____

Please submit this Recommendation Form, including additional comments, for receipt no later than **March 1. Send to:**

Chair, Honor and Awards Committee
Massachusetts Society of Health-System Pharmacists
4 Lan Drive, Suite 310
Westford MA 01886