

# **Fellow in the National Pharmaceutical Association**

## **FNPhA Application Guidelines**

Fellowship in the National Pharmaceutical Association is awarded to pharmacists who have made sustained contributions to the Association and who have demonstrated exceptional performance in serving the medically underserved.

### **I. Purposes**

NPhA's FNPhA Recognition Program serves the following purposes:

- a. foster and honor demonstrated excellence in serving the medically underserved; and
- b. grant recognition and promote awareness of pharmacists who have distinguished themselves within NPhA.

### **II. Authority**

The FNPhA Recognition Program is conducted under the authority of the NPhA Board of Directors. The Board shall approve all criteria, rules, and regulations pertaining to the operation of the Recognition Program.

### **III. Governance**

The program shall be administered by the FNPhA Selection Committee, which shall have the following specific responsibilities with respect to the FNPhA Program: a. to provide quality assurance for the program;

- b. to review and approve recognition eligibility criteria;
- c. to serve as the applicant screening committee;
- d. to recommend to the Board of Directors any future changes in these Guidelines.

### **IV. Recognition Criteria**

#### Minimum Eligibility Requirements for Application:

- a. Current full or life member of NPhA and sustained, continuous membership for at least ten (10) years;
- b. At least ten (10) years of professional service in serving the medically underserved. For the purposes of this program, ten years starts from the time of initial pharmacist licensure and can include a residency or fellowship period; and
- c. A record of outstanding service to the profession through contribution to NPhA

#### Additional Eligibility Requirements for Application:

In addition to the minimum eligibility requirements, there are other criteria that determine eligibility for Fellowship. These are not mutually exclusive of the above minimum criteria. Candidates are accepted for Fellowship based upon demonstration of minimum eligibility requirements and a combination of the following criteria:

1. Demonstration of sustained commitment or contributions to excellence in serving the medically underserved. *Interpretation*

In fulfilling this criterion, it is expected that the level of demonstrated contribution reflect commitment and excellence in serving the medically underserved. The

### FNPhA Application Guidelines (continued)

candidate must provide sufficient documentation that a level of excellence has been achieved through sustained contributions to serving the medically underserved. The following may be submitted as evidence that the candidate has an excellent record of contributions:

- Development, implementation, or enhancement of systems or programs that resulted in an improved service to the medically underserved;
- Conceptualization of new or improved practice methods and models;
- Examples of sustained achievement in providing patient care services;
- Research that made a positive impact on cultural influences on patient care, improving health literacy, reducing health disparities, or service to the medically underserved; or
- Since it is recognized that these factors are not the exclusive basis upon which to determine excellence, other evidence that addresses this criterion may be considered.

#### 2. Contribution to the total body of knowledge in serving the medically underserved.

##### *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; specifically on cultural influences on patient care, improving health literacy, reducing health disparities, or service to the medically underserved.

- Publication of scientific or professional papers on relevant topics in Referenced journals (coauthor is acceptable); or
- Publication of a textbook or several chapters in a textbook(s) on some relevant aspect of pharmacy.

#### 3. Involvement in and commitment to educating practitioners, student pharmacists, and others.

##### *Interpretation*

Each candidate must be actively involved in educational programs. The following may be submitted as evidence that the candidate has met the criteria:

- Making presentations to practitioners at national, regional, or state educational conferences;
- Precepting students or residents;
- Mentoring staff;
- Educating and training technicians; or □ Educating the public.

#### 4. Demonstration of active involvement and leadership in NPhA, NPhA Foundation, and other professional organizations.

##### *Interpretation*

Candidate must support the profession as evidenced by a record of consistent and active involvement and leadership in NPhA. In addition, involvement in other voluntary, professional, organizations may be considered. Some examples of activities in which a candidate may have participated are as follows:

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- Sustained contributor to the NPhA Foundation (endowed scholarship or  $\geq 5$  years of contributions)
- Served as a Faculty Advisor to a SNPhA Chapter;
- Served as an elected official of NPhA;
- Served as an NPhA delegate or member of an NPhA committee, task force, or *ad hoc* group;
- Served as a presenter at the NPhA Annual Meeting;
- Served as a contributor to the NPhA newsletter;
- Any additional leadership activities with other professional organizations that have an impact on cultural influences on patient care, improving health literacy, reducing health disparities, or service to the medically underserved.

#### V. Designation of FNPhA Recognition Status

A candidate achieving recognition shall be designated as a “Fellow of the National Pharmaceutical Association” (FNPhA).

#### VI. Application Process

1. Elected and appointed Members of the NPhA Board of Directors are not eligible to apply during their term of office.
2. Members of the Selection Committee are not eligible to apply.
3. Qualified individuals interested in becoming a candidate for fellowship may download documents from the website.
  - Specific eligibility criteria, guidelines on interpretation for those criteria, and any additional pertinent information shall be included with the application.
  - All 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 FNPhA Selection Committee.
  - Only information requested in the application will be received by the FNPhA Selection Committee. Additional information such as samples of published work, etc. will not be considered.
4. Applicants may be nominated by an NPhA Member or self-nominated. A letter of recommendation is requested.
5. Completed applications, including all supporting materials that address the specific criteria outlined for recognition status, shall be **received** by the NPhA Headquarters via postal mail or electronic mail at [membership@npha.net](mailto:membership@npha.net) by stated deadline.
6. 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 NPhA Selection Committee; thereafter, no changes can be made.
7. Acknowledgement of receipt of the application shall be sent to the nominator.
8. NPhA’s Executive Management Service will submit completed files on all candidates to the FNPhA Selection Committee.

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9. The FNPhA Selection Committee will consider only materials submitted with the application and the criteria for recognition.

#### FNPhA Selection Committee

- For the first and second Fellow cohorts, the NPhA BOD shall serve as the FNPhA Selection Committee. For all succeeding Fellow cohorts, the Immediate Past-President shall Chair and the past NPhA Fellows shall serve as the FNPhA Selection Committee. If the Immediate Past-President is not able to serve, as the chair, the President will appoint a member to serve as chair subject to NPhA Executive Board approval.
10. The FNPhA Selection Committee will select the top candidates for recognition as a Fellow in the National Pharmaceutical Association. Members of the FNPhA Selection Committee, after discussion, will vote for their choice of the top eight (8) candidates. The top vote recipients, with at least a majority of the votes cast, will be selected as new fellows. More than one vote may be taken. No more than eight (8) new Fellows may be selected each year.
11. The NPhA Board of Directors will vote on approval of the new Fellows

Candidates will be notified of the status of their application following approval by the NPhA Board of Directors.

### FNPhA Application Process

Submit Fellow Application to NPhA



FNPhA Selection Committee



NPhA BOD Approval

**Revised:** May 2015; November 2016

**Passed:** NPhA Board of Directors, July 2015, November 2016