

1.00 - INTRODUCTION

1:00 INTRODUCTION TO THE POLICY AND PROCEDURE MANUAL FOR THE ILLINOIS COUNCIL OF HEALTH-SYSTEM PHARMACISTS

This manual contains the approved policies and procedures of the Illinois Council of Health-System Pharmacists (IHP), a nonprofit organization for health-system pharmacy practitioners, pharmacy technicians and pharmacy students. Procedures are derived from policies of the Board of Directors. These policies and procedures are in writing so that they will be easily understood, uniformly interpreted and quickly retrievable from the IHP website. The Executive Vice President maintains the master copy of the current policy and procedure manual.

Proposed new policies and procedures based on Board decisions regarding recommendations are drafted in the appropriate format by the IHP volunteers and staff. Any revisions to the policies and procedures should be reviewed by the Division of Organizational Affairs prior to being presented to the Board of Directors. These drafts are submitted to the Board of Directors for approval. If a proposed policy and procedure is not approved by the Board of Directors, it is revised according to the Board's wishes and then returned to the Board for approval. Once a revised policy and procedure is approved by the Board, it will be uploaded on the IHP website by IHP staff. It shall be the responsibility of the Division of Organizational Affairs to review these policies at a minimum of every five years and procedures and to recommend additions, changes and deletions as necessary.

This manual contains the IHP Constitution and Bylaws, position descriptions for officers and staff, and policy and procedures by which the officers' and staff members' duties are carried out.

The appropriate format for the IHP Constitution and Bylaws is as shown in the following example:

Article I. TITLE IN ALL CAPS

Section I. TITLE IN ALL CAPS

1. Title with First Letter Capitalized
 - a. Title with First Letter Capitalized

The appropriate format for policies and procedures is as shown in the following example:

1.00 TITLE IN ALL CAPS

1.01 Title with First Letter Capitalized

1.01.01 Title with First Letter Capitalized

1. Information in sentences
 - a. Information in sentences