

9.0 DIVISIONS OF SERVICE

All Division Directors shall:

1. Coordinate the activities and oversees the responsibilities of the Division and its subcommittees.
2. Accept assignments from the Board of Directors.
3. Report activities and recommendations at each Board of Directors meeting and as needed.
4. Prepare an annual report of the Division's activities and presents it to the Board of Directors prior to the Annual Meeting.
5. Regularly attend and serves as a voting member of the Board of Directors.
6. Obtain approval from the Board of Directors prior to presenting on behalf of the Council.
7. Work with the Board of Directors and ICHP staff to solicit and appropriate funds to obtain resources and materials necessary for the activities of the Division.
8. Recruit, retain, and provide orientation to ensure active Division member participation.
9. Participate, whenever possible, in activities offered by ASHP and other pharmacy or health care related organizations as appropriate to obtain information or gain influence related to the Division's activities and responsibilities.
10. Bring member concerns to the Board of Directors whenever they are identified.
11. Provide input to the president regarding the appointments to the Division.
12. Provide immediate assignments and mentors for new division members.
13. Conduct an annual roster review of the division and provides names of members to add or delete from the division roster for the coming year.

9.01 DIVISION OF MARKETING AFFAIRS

9.01.01 Responsibilities of the Division of Marketing Affairs

The Division of Marketing Affairs shall

1. Perform a membership needs assessment every two years.
2. Recruit new members and retain membership to ICHP.
3. Assist Regional Directors in the development and business of the local affiliates.
4. Market ICHP initiatives to target audiences.
5. Coordinate communication regarding publications, training programs, and educational programs.
6. Organize membership drives and initiatives and coordinate with ASHP as applicable.
7. Review and revise the membership application form as necessary.

9.01.02 Position Description - Director, Division of Marketing Affairs

1. [Section 9.0](#) for Director Responsibilities for all Divisions
2. Develops and maintains programs to support current membership and recruit new members

9.02 DIVISION OF EDUCATIONAL AFFAIRS

9.02.01 Responsibilities of the Division of Educational Affairs

The Division of Educational Affairs shall

1. Plan, conduct, and evaluate the Annual Meeting and one or more additional statewide continuing pharmacy continuing education programs each year.
2. Assist the ICHP staff with oversight of the ACPE accreditation process for all ICHP sponsored programs.
3. Assist the Editor of *KeePosted* upon request.
4. Evaluate, develop, and implement new ICHP educational products and services.
5. Address relevant issues concerning pharmacy education.

9.02.02 Position Description – Director of the Division of Educational Affairs

1. [Section 9.0](#) for Director Responsibilities for all Divisions
2. Chairs or delegates a chair of the Educational Meeting Subcommittee to plan the ICHP Annual and Spring Meetings and other statewide educational activities as they are offered.
3. Provides input for ICHP Position Statements related to pharmacy education and training as determined by the Division or the Board of Directors.
4. Monitors ICHP's ACPE provider status and recommends changes to related policies and procedures as identified by the Division of Educational Affairs.

9.02.03 CPE Activity Planning Guidelines for the Division of Educational Affairs

1. The Division or Subcommittee of the Division, in collaboration with the ICHP staff, shall select the dates and locations for each meeting at least one year in advance of the Annual and Spring meetings, and at least 4 months in advance of other CPE activities. The planning committee and the ICHP staff approve the location after conducting a comprehensive site inspection.
2. The Division or Subcommittee of the Division, selects topics for each CPE activity, obtaining membership input from previous educational program evaluations or a bi-annual needs assessment of the general membership.
3. The Director of the Division or Subcommittee Chair outlines each division or subcommittee member's duties in a planning calendar at least six months ahead of the scheduled CPE activity date.
4. The Division or Subcommittee, with the help of ICHP staff, reviews a budget for incorporation into the annual ICHP budget process which includes a comprehensive break down of all anticipated expenses and revenues. The ICHP Board grants final approval of the budget.
5. The Director of the Division or the Subcommittee Chair assigns the responsibility of contacting appropriate speakers to specified members. The member or ICHP staff confirms the speaker's level of expertise on the selected topic, availability to present, final topic of presentation, format for presentation, anticipated honoraria and travel considerations, potential sources of educational grants to support the speaker, and other speaker specific or presentation requirements.
6. The ICHP staff sends each speaker a letter of confirmation and the faculty/speaker handbook which includes a request for each of the following with an expected due date: curriculum vitae, learning objectives, participant self-assessment tools, audio-visual equipment requirements, completed speaker introduction form, conflict-of-interest form, and handout materials.
7. Speakers are solicited by Division members to prepare pre and post-tests, case studies, or other innovative mechanisms for participant self-assessment.
8. The Division or Subcommittee prepares a detailed meeting schedule, keeping in mind the speaker's travel requirements and meeting budget.

9. The Division Director, Subcommittee Chair, or their designee works directly with the ICHP staff to prepare meeting notices and registration forms to be distributed at least two months before the CPE activity date.
10. The Division Director or Subcommittee Chair works with the ICHP staff to prepare each Division member's assignments in detail for their responsibilities during the CPE activity; additional volunteers may be solicited as needed.
11. Checks for honoraria and/or travel reimbursement are prepared by the ICHP administrative staff following the CPE activity if applicable.
12. At the conclusion of the CPE activity, Division or Subcommittee members or the ICHP staff will collect CPE activity participants' program evaluation forms.
13. CPE activity participants are directed to an online evaluation system to evaluate speakers and to verify attendance at the CPE sessions. Credit is provided upon completing the online evaluation process for each program attended. Credit is reported to CPE Monitor in a timely manner.
14. After the CPE activity is concluded, speaker evaluations are tabulated and distributed to the speaker, Director of the Division, Chair of the Subcommittee, and placed in the ACPE folder in the ICHP office.
15. The ICHP staff pays for outstanding expenses incurred for CPE activity promotion, production, and miscellaneous charges.
16. The ICHP ACPE CPE Administrator (CE Administrator) coordinates the maintenance of all records in a standard format and in accordance to ACPE Criteria for Quality.
17. For any ICHP sponsored CPE activity, one contact hour or 0.1 CEU shall be equivalent to 60 minutes of educational activity. No program may be accredited for less than 0.25 contact hour or 0.025 CEU.

9.02.04 Home-Study Program Guidelines

1. All ICHP home-study continuing pharmacy education programs shall be developed or approved by the Division or a Subcommittee of the Division.
2. The topics for home-study programs should be selected based on Division, Subcommittee, and member input using previous live and home-study program evaluations, current literature evaluations, and the bi-annual educational needs assessment.
3. The authors/speakers of the home-study program shall be solicited by the Division Director, Subcommittee Chair, Division member, or ICHP staff based on Division or Subcommittee recommendations and/or status as a regionally or nationally recognized expert in the field.
4. Educational goals and learning objectives of the home-study program will be presented in the initial program information to provide the participant with measurable expectations upon completion.
5. Each home-study program will provide the participant with a self-assessment tool in the form of post-test, case-study, or other innovative means to assure satisfactory completion of the home-study program.
6. The awarding of credit for home-study programs will be based on a peer review process. This process includes review by Division or Subcommittee members, the Division Director, peer reviewers, and/or the CE Administrator. The average time required to complete the home-study course including the self-assessment tool and program evaluation will be documented and equivalent contact hour and CEU credit will be assigned. (One contact hour or 0.1 CEU is equivalent to 60 minutes of educational activity.)
7. Every home-study program will provide the participant with a means to evaluate the program. This will provide ICHP and the author(s) or speaker(s) with appropriate feedback and future topics for presentations.
8. All ICHP sponsored home-study programs will meet the ACPE CPE Standards. The responsibility of assuring this lies with the authors/speakers, CE Administrator, ICHP staff, the Division Director, and/or Subcommittee Chair.
9. The CE Administrator coordinates the maintenance of all records in a standard format and in accordance to ACPE Criteria for Quality.

9.02.05 Subcommittees of the Division of Educational Affairs

1. Educational Meeting Subcommittee is responsible to plan, conduct, and evaluate the ICHP Annual Meeting, Spring Meeting and other statewide educational offerings. Refer to Annual Meeting Guidelines (16.00).

9.02.06 ACPE Accreditation of CPE activities

1. It shall be the policy of the Illinois Council of Health-System Pharmacists to place in writing all agreements and responsibilities regarding joint educational ventures with other state pharmacy societies or other continuing education providers, including local affiliates.
2. It shall be the policy of the Illinois Council of Health-System Pharmacists to provide refunds for cancellation of registration for continuing education programs only when a written request is received at least 14 days prior to the date of the program or as described in the program announcement. ICHP may also provide refunds subsequent to receipt of a participant's grievance concerning educational program content. The refund for grievance is granted only after review in accordance to ICHP's Policy and Procedure for Educational Grievances. All Refunds shall be subject to printed refund policies on promotional materials. From time to time specific program refund policies may vary.
3. Criteria for ACPE accreditation of programs:
 - a. It shall be the responsibility of the joint-provider with ICHP input and oversight, the ICHP Educational Meeting Subcommittee, and the CEAdministrator to prepare a program that completely meets the ACPE CPE Standards.
 - b. ICHP shall use the Educational Meeting Subcommittee, when the CEAdministrator is unavailable, to review all jointly-provided educational programs.
 - c. A written program outline must be submitted to the CE Administrator or ICHP Educational Meeting Subcommittee at least 45 days prior to the date of the program. Materials submitted must include the completed faculty/speaker handbook documents:
 - A copy of draft of the program announcement
 - Fee for the program (if applicable)
 - Names of speakers and curriculum
 - Educational objectives
 - Target audience
 - Curriculum vitae
 - Signed joint-provider agreement(s) (if applicable)
 - Commercial support agreement(s) (if applicable)
 - d. All target audiences will receive printed or e-mailed promotional materials that shall include the required ACPE announcement items:
 - Educational Objectives
 - Target audience (Pharmacists and/or Pharmacy Technicians)
 - ACPE provider statement identifying ICHP as the approved provider, ACPE logo, and Universal Activity Number
 - Notice that ICHP is a joint-provider of the program and the other provider's name,
 - Registration fee (if applicable)
 - Refund policy (if applicable)
 - Speaker(s) name, credentials, and position/title
 - Activity type (knowledge or application)
 - Full ACPE Universal Activity Number assigned, including audience indicator P and/or T.
 - Requirements to receive credit
 - Acknowledgement of any financial support
 - Amount of CPE credit in contact hours or CEUs
 - Schedule of educational activities

- Home Study must also include release and expiration dates

Some promotional items that remind or announce the planning of an educational activity may omit some of these items for space savings, but at least one promotional announcement should contain all of the above items.

- e. Provisions shall be made by ICHP and the joint-provider to ensure that at least one member of the ICHP Educational Meeting Subcommittee, the ACPE Administrator, or the local affiliate CE Coordinator participate in the CE program with foreknowledge of the program originator. The purpose of participation is to observe the program and offer a critique.
- f. A pre-test and post-test or other self-assessment tool along with a program evaluation form for all participants is recommended.
- g. The CE Administrator will notify the joint-provider of acceptance or rejection for ACPE accreditation within two weeks of receipt of all requested materials in writing (email or USPS). Copies of all correspondence will be maintained in the ACPE file.
- h. The submission of materials will be reviewed by the CE Administrator or designee. If needed, a member of the ICHP Educational Meeting Subcommittee can also review.
- i. ICHP will provide all local affiliate Presidents with an outline of ACPE CPE Standards.
- j. A registration fee may be charged for any program based on the overall budget and other considerations of the planning committee for that program. (Also reference non-member disclaimer language in Section 9.02.Appendix D)
- k. The fee may reflect differential pricing based on membership of the participant in ICHP or other joint-provider organization. The joint-provider organization must approve all registration fees prior to program approval

APPENDIX A - Policy on Joint-Providership of Continuing Education Programs

Policy: The Illinois Council of Health-System Pharmacists, through its Division of Educational Affairs and the ICHP Office, jointly provides continuing education opportunities for pharmacists and pharmacy technicians by actively working with other educational providers to design, develop, and implement quality continuing education learning experiences. The following procedures govern provision of CE through programs jointly-provided with other CE providers, both ACPE approved and unapproved.

1. ICHP, through its Division of Educational Affairs or the ICHP staff, shall be an active participant in planning and implementing any jointly-provided continuing pharmacy education activity.

2. An agreement detailing the exact responsibilities of the joint-provider and the Council shall be issued prior to approval of a continuing education program by either party. Final approval of joint-providership shall be made by the ICHP ACPE Administrator.

3. Program Quality:

In regards to continuing education programs jointly-provided by ICHP, the Council shall insist on all of the following elements:

- a. Selecting and/or approving the topic(s) and content to be presented
- b. Selecting and/or approving the goals and objectives of the program
- c. Insuring that topic(s) discussed are covered in a balanced manner
- d. Selecting and/or approving the speaker(s) for the program
- e. Designing and printing, or approval of, materials to be enclosed in the participants' program packages
- f. Selecting or approving the list of participants invited to the program
- g. Selecting or approving the time, place, and all other administrative details associated with the program
- h. Creating or approving the format of the program "proceedings"
- i. Creating or approving the promotional materials associated with the program
- j. Requiring an evaluation of the program and reviewing its results
- k. Selecting or approving the method used to evaluate the program
- l. Issuing appropriate credit to pharmacist or pharmacy technician participants

4. Financial Relationship

- a. ICHP may charge the joint-provider an administrative fee as negotiated by the Executive Vice President, Vice President of Professional Services, or ICHP ACPE Administrator.
- b. ICHP shall determine the manner in which contributions to or commercial interests of continuing pharmacy education programs will be acknowledged.
- c. ICHP may obtain unrestricted educational grants from commercial interests to be used to underwrite expenses for continuing pharmacy education activities in accordance with ACPE guidelines.
- d. ICHP shall provide all travel expenses, honoraria, and other related expenses for program faculty, meals, handouts, and promotional materials per policy.

If all requirements are not fulfilled in a timely manner, ICHP will notify the joint-provider in writing (via email or USPS) of the status of the program, the missing materials, and if the program will be cancelled pending receipt of all required documents and materials.

APPENDIX B - Procedure for the Local Affiliate CE Coordinator

AT LEAST 45 DAYS BEFORE PROGRAM

1. Fill out the Faculty/Speaker Handbook and forward it to the ICHP office.
2. Obtain the speaker's curriculum vitae and forward to the ICHP office.
3. Write draft language for the promotional material and send it to the office.
4. An ACPE program number will be assigned to the program and the ICHP office will distribute the program announcements and provide faculty guidance to meet ACPE Standard for CPE.

AT LEAST 30 DAYS BEFORE THE PROGRAM

1. Provide presentation slides to ICHP office with self-assessment for review, resolution of any conflicts of interest, and final approval,
2. All copyright issues must be resolved prior to distributing slides as handouts.

AT LEAST 14 DAYS BEFORE THE PROGRAM

1. Provide presentation slides and self-assessment to ICHP office for final review and approval.

DURING THE PROGRAM

1. The local affiliate representative will monitor the room for people arriving too late or leaving too early, making them ineligible to receive CE. All participants are required to sign in on the attendance log provided by the ICHP office
2. Provide participants with information on how to obtain CPE credit by completing the program evaluation and learning assessment online or on paper.

AFTER THE PROGRAM

1. As quickly as possible after the program, send the attendance log and completed evaluations if provided on paper by the ICHP office back to the ICHP office.
2. The participants will receive their CPE credit upon completion of either the online or paper evaluation and learning assessment process. The office also sends a summary of the participants' evaluations and comments to the speaker. All CPE credit is reported to CPE Monitor in a timely manner.

APPENDIX C - Affiliated Chapter CE Coordinator Agreement

Affiliate Name:

CE Representative:

Term of Service:

RESPONSIBILITIES OF THE CPE COORDINATOR:

1. Provide the intended audience with appropriate promotional materials about the CPE program preferably 30 days before the program.
2. All the program announcement materials must include the ACPE requirement announcement checklist items, which include:
 - Learning objectives
 - Type of Activity (knowledge or application)
 - Target Audience
 - Faculty / Speaker name, degree, title/position
 - Fees for activity (if applicable)
 - Schedule of the educational activities
 - Amount of CPE credit, specified in contact hours or CEUs
 - Official ACPE logo, in conjunction with ACPE accredited provider statement.
 - ACPE Universal Activity Number
 - Target audience designation (P or T)
 - Description of how to earn and claim CPE credit.
 - Acknowledgement of any joint-provider or financial support.
 - Home Study must include initial release and expiration dates.
3. Submit to the ICHP office copies of all required program materials as outlined in the Faculty/Speaker's Handbook, including the speaker curriculum vitae, and learning objectives at least 60 days before the program.
4. Ensure the accuracy of registration and attendance records.
5. The CEU is the measure of CE credit, with 0.1 CEU equivalent to 60 minutes of activity.
6. Provide ICHP office with all slides, handouts and self-assessment materials within 30 days if there is a Conflict of Interest; 14 days if there is no Conflict of Interest.
7. Use the ICHP evaluation and learning assessment process to assess whether the program objectives were achieved.
8. Provide the ICHP office with signed attendance log [and on-site materials used but not provided earlier] within one week after the completion of the program.

If the requirements are not fulfilled in a timely manner, ICHP will notify the coordinator in writing (via email) of the status of the program, the missing materials, and if the program will be cancelled pending receipt of all required documents and materials.

I agree to be the contact person and continuing education coordinator of all continuing education programs and efforts for my affiliate. I agree to comply with all the required steps as outlined in the ICHP policy and to comply with all ACPE criteria for quality.

Signature

Date

Last reviewed May 2022

Approved by Board of Directors May 2022

APPENDIX D - Non-Member Disclaimer Language

ICHP affiliates do not permit non-members to receive free continuing education credit at local affiliate meetings; therefore one of the following statements must appear on any program announcement distributed for each meeting. If the language does not appear on the draft and actual materials, the ICHP office will provide credit to every attendee for whom an online evaluation is completed.

1. The _____ Council/Society of Health-System Pharmacists does not provide continuing pharmacy education credits to attendees who are non-members. You may attend this meeting for a charge of _____ (or at no charge), but you will not receive a continuing pharmacy education credit from the Illinois Council of Health-System Pharmacists.

2. The _____ Council/Society of Health-System Pharmacists does not provide free continuing pharmacy education credit(s) for this program to attendees who are non-members. You may attend this meeting at no cost, but you must pay a fee of \$_____ to receive a continuing pharmacy education credit from the Illinois Council of Health-System Pharmacists.

3. The _____ Council / Society of Health-System Pharmacists does not provide free continuing education credits for this program to attendees who are non-members, nor does it allow non-members to attend this program.

9.03 DIVISION OF GOVERNMENT AFFAIRS

9.03.01 Responsibilities of the Division of Government Affairs

1. Identifies proposed legislation and regulation that will impact pharmacy the way health care is provided to patients.
2. Develop positions of support or opposition for the proposed legislation or regulations based on the identified impact they may have on pharmacy and communicate to the members those positions,
3. Prepares and provides written and/or oral testimony regarding the proposed legislation or regulations to the appropriate governmental body or agency.
4. Work with other pharmacy and health care related associations to improve the practice of pharmacy through public policy changes.
5. Provides communications to members when new legislation and/or regulations are implemented in order to assist them in their own practice settings.
6. Supports and provides input to the Political Action Committee (PAC).

9.03.02 Position Description, Director Government Affairs

1. [Section 9.0](#) for Director Responsibilities for all Divisions
2. Communicates with the Executive Vice President, lobbyists, and legislators to maintain an awareness of legislative and regulatory issues.
3. Directs the Division members to review and interpret proposed legislation, changes in laws, bills, and regulations affecting pharmacy practice, Health-System pharmacy practice, and public health. Reviews and responds to proposed legislation which is subsequently distributed to membership.
4. In conjunction with the Executive Vice President, represents the membership as a liaison to the Department of Financial and Professional Regulation.
5. Works with the Executive Vice President to coordinate Illinois participation regarding federal legislative issues with the American Society of Health-System Pharmacists.
6. Works with the Executive Vice President to coordinate the annual Legislative Day activities in Springfield each spring.

9.04 DIVISION OF PROFESSIONAL AFFAIRS

9.04.01 Responsibilities of the Division of Professional Affairs

1. Improves and promotes pharmacy practice in Health-Systems and affiliated facilities by developing position statements, standards, guidelines, competency standards, toolkits and related materials. Identify and recognize innovative practice.
2. Works cooperatively with allied organizations and other agencies to develop and promote the practice of pharmacy.
3. Reviews existing ICHP Position Statements and toolkits for the purpose of retention, revision, or deletion every two years.
4. Recognizes innovative practice and selects recipient of the ICHP Best Practice Award.
5. Develops new position statements relative to professional practice reflecting the viewpoint of the membership.
 - a. Every position statement must be presented to the Board for approval.
 - b. Once approved, the statements are posted on the website.
6. Develops professional standards relative to Health-System pharmacy practice upon request. All standards must be confirmed by the Board and reviewed every two years by the Division.

9.04.02 Position Description - Director of the Division of Professional Affairs

1. [Section 9.0](#) for Director Responsibilities for all Divisions
2. Reviews all present position statements by reaffirmation and updating every two years. All revisions shall be confirmed by the Board of Directors.

9.05 DIVISION OF ORGANIZATIONAL AFFAIRS

9.05.01 Responsibilities of the Division of Organizational Affairs

1. Review the Council's organizational structure and operations.
2. Make recommendations for changes to the Board of Directors.
3. Review and analyze Constitutions and Bylaws of the Council, affiliated chapters, and student chapters.
4. Work in conjunction with the Executive Vice President and President-Elect to develop and maintain the contents of the Policy and Procedure manual of the Board of Directors of the Council.

9.05.02 Position Description – Director of the Division of Organizational Affairs

1. [Section 9.0](#) for Director Responsibilities for all Divisions
2. Reviews the Council Policies for retention, revision, or deletion.
 - a. Revisions to the Council Policies must be approved by the Board of Directors.
3. Reviews the Council Constitution and Bylaws for purpose of retention and revision.
 - a. All Constitution and Bylaws revisions must follow the procedures as outlined within the Bylaws.