



Workflow Procedure: Recommendations and Public Policy Statements Kentucky Society of Health-System Pharmacists

1. Purpose

- a. To allow KSHP members, groups, and committees to provide recommendations and public policy statements that may impact KSHP members and/or the practice of pharmacy via efficient and thorough review by KSHP leaders.

2. Submission and Approval Process

- a. An outline of the general workflow is found in Appendix A.
- b. Policies and recommendations for submission must contain the following:
 - i. Filled out standardized form (Appendix B).
 - ii. Supporting evidence including a statement (if applicable), background, rationale, draft legislation (if applicable), and additional references used.
- c. Individual members submitting public policy statements/recommendations for approval shall submit these to the President of KSHP at president@ksnp.org. The President of KSHP will subsequently forward these documents to the most applicable committee.
- d. Once the public policy statements/recommendations are brought before the most applicable committee, committee members will then vote to pass or reject the public policy statements/recommendations with or without amendments.
 - i. Although recommended, a quorum¹ of voting committee members **is not required** to pass, reject, or amend the policies/recommendations.
 - ii. If **rejected** by the most applicable committee, the public policy statements/recommendations will be sent back to the originating member with or without amendments.
 - iii. If **passed** by a committee, the committee is to send the public policy statements/recommendations to the KSHP Executive Board.
- e. Once the KSHP Executive Board receives the public policy statements/recommendations, a **quorum of voting KSHP Executive Committee members is required to be present** and a **majority vote** is required for amending, passing, and rejecting public policy statements/recommendations.
 - i. If **rejected** by the KSHP Executive Board, the public policy statements/recommendations will be sent back to the most applicable committee with or without amendments.
 - ii. If **passed** by the KSHP Executive Board, the KSHP Executive Board is to bring the public policy statements/recommendations before the KSHP Board of Directors.
- f. Once the KSHP Board of directors receives the public policy statements/recommendations, a majority vote by the KSHP board is required for amending, passing, and rejecting public policy statements/recommendations.
 - i. If **rejected** by the KSHP Board of Directors, the public policy statements/recommendations will be sent back to the KSHP Executive Board with or without amendments.
 - ii. If **passed** by the KSHP Board of Directors, the committee is to send the public policy statements/recommendations to the KSHP House of Delegates (HOD).

¹Quorum is defined as a majority of voting members as outlined in the KSHP Bylaws (Article 5, Section B)

- iii. For those public policy statements/recommendations with **“critical” urgency**, the KSHP Board of Directors may vote to bypass the KSHP HOD to create official KSHP public policy statements/recommendations (See Section 4, Point a).
- g. Once the KSHP HOD receives the public policy statements/recommendations, a **quorum of voting KSHP HOD members is required to be present** and a **majority vote** is required for amending, passing, and rejecting public policy statements/recommendations.
 - i. If **rejected or amended** by the KSHP HOD, the public policy statements/recommendations will be sent back to the KSHP Board of Directors.
- h. If **approved without any edits** by the KSHP HOD, adjustments to current policies shall be made as applicable and public policy statements/recommendations regarding the public sector shall be made public via the KSHP website as official KSHP public policy statements/recommendations.

3. Defining and Changing Urgency

- a. Low Urgency
 - i. To be addressed within 3 to 4 months.
 - ii. Only needs to be brought to the attention of the KSHP Board of Directors or an announcement sent out to KSHP members.
 - iii. Ex. Request KSHP to collaborate with state legislators and other professional organizations to draft a bill on provider status for the next legislative session.
- b. Moderate Urgency
 - i. Action required at the next scheduled KSHP monthly board meeting.
 - ii. Ex. The KYBOP is asking for comments from KSHP on new sterile compounding regulations with submissions due in 2 months.
- c. Critical Urgency
 - i. Action required by KSHP ASAP; even if before the next KSHP monthly board meeting.
 - ii. Requiring immediate policy change or KSHP stance/recommendation/comments due to the topic and/or time sensitive nature.
 - iii. Ex. The Kentucky Senate passes legislation restricting pharmacy dispensing and the Kentucky House plans to vote on this bill in the next week.
- d. Right to Change Urgency
 - i. KSHP committees, the KSHP Executive Board, and the KSHP Board of Directors shall retain the right to re-assign urgencies at their discretion.

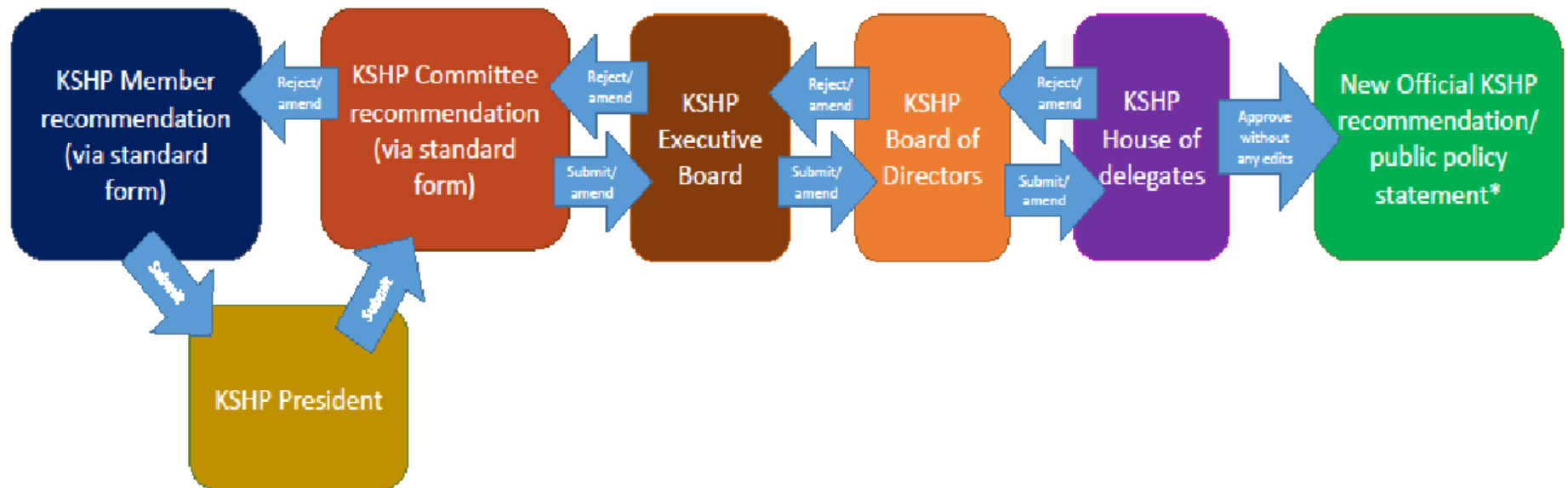
4. Special Considerations

- a. If deemed appropriate by the KSHP Board of Directors, public policy statements/recommendations with a **“critical” urgency** may be passed, without House of Delegates approval, into official KSHP public policy statements/recommendations by the KSHP Board with a majority vote to allow passage of more time sensitive items.

¹Quorum is defined as a majority of voting members as outlined in the KSHP Bylaws (Article 5, Section B)



KSHP Recommendations and Public Policy Statements and Workflow



*Recommendations and Public Policy Statements with "critical" urgency may bypass the KSHP House of Delegates with a majority vote by the KSHP Board of Directors

Appendix B (Standardized Form)



MEMBER/COMMITTEE RECOMMENDATION SUBMISSION FORM

RECOMMENDATIONS WILL BE ADDRESSED BASED ON DATE SUBMITTED AND URGENCY

FROM (MEMBER NAME/COMMITTEE): Click or tap here to enter text.

URGENCY: Low ☐ Moderate ☐ Critical ☐

Urgency Definitions	
Low	- To be addressed within 3 to 4 months - Only needs to be brought to the attention of the KSHP Board of Directors or an announcement sent out to KSHP members
Moderate	Action required at the next scheduled KSHP monthly board meeting
Critical	- Action required by KSHP ASAP; even if before the next KSHP monthly board meeting - Requiring immediate policy change or KSHP stance/recommendation/comments due to the topic and/or time sensitive nature

Date of Original Request: Click or tap here to enter text.

SUBJECT:

Click or tap here to enter text.

PROPOSED POLICY/RECOMMENDATION (limit to 1 sentence):

Click or tap here to enter text.

BACKGROUND (limit to 5 lines):

Click or tap here to enter text.

SUGGESTED OUTCOMES/IMPACT (limit to 3 lines):

Click or tap here to enter text.

ENCLOSURES:

Please include any other pertinent materials (draft legislation, ASHP policy, etc.)

FOR KSHP BOARD USE ONLY:

Assigned to committee [Committee name] on [Date]. [President's initials]

KSHP Approval Process	Date	Status	Leader Initials
Committee Review		Choose an item.	
Executive Board Review		Choose an item.	
Board of Directors Review		Choose an item.	
House of Delegates Review		Choose an item.	

Final Outcome [Approved/Rejected]

[President's Signature] [Date]