

Advisory Group Responsibilities

Chair:

- Schedules all advisory group conference call meetings.
- Conducts all advisory group meetings.
- Creates agenda for all advisory group meetings.
- Encouraged to attend Midyear Clinical meeting for in-person meeting.
- Respond in a timely manner to requests related to Forum work.
- Advise staff and provide feedback on new practitioner interests.
- Assist in development of Forum initiatives.
- Promote new practitioner involvement in ASHP and the New Practitioners Forum.
- Assist in identifying authors for the AJHP New Practitioners column.
- Assist in identifying speakers for Forum educational programs.
- Review and comment on Forum Web offerings.
- Actively engage Forum members through participation in ASHP Connect.
- Identify at least two (2) new practitioners for annual Targeted Recruitment Initiative.
- Promote New Practitioners Forum activities whenever applicable.
- Represent ASHP positions and policies at all times.
- Respect the confidential nature of all discussions pertaining to ASHP and Forum activities.
- Abide by ASHP policies.
- Inform ASHP Staff and/or Liaison if he/she or an advisory group member is unable to fulfill responsibilities.
- Represent the ASHP New Practitioners Forum at events as assigned.

All Members:

- Participate in all advisory group conference calls (approximately 5-6 per year).
- Encouraged to attend Midyear Clinical meeting for in-person meeting.
- Recommend issues for meeting agendas.
- Respond in a timely manner to requests related to Forum work.
- Advise staff and provide feedback on new practitioner interests.
- Assist in development of Forum initiatives.
- Promote new practitioner involvement in ASHP and the New Practitioners Forum.
- Assist in identifying authors for the AJHP New Practitioners column.
- Assist in identifying speakers for Forum educational programs.
- Review and comment on Forum Web offerings.
- Actively engage Forum members through participation in ASHP Connect.
- Identify at least two (2) new practitioners for annual Targeted Recruitment Initiative.
- Promote New Practitioners Forum activities whenever applicable.
- Represent ASHP positions and policies at all times.
- Respect the confidential nature of all discussions pertaining to ASHP and Forum activities.
- Abide by ASHP policies.
- Inform Chair, Liaison, and/or ASHP Staff if unable to fulfill responsibilities
- Represent the ASHP New Practitioners Forum at events as assigned.