ASHP House of Delegates Present Day

House of Delegates

1. Review, amend, and approve professional policies of ASHP
2. 163 voting state delegates from 50 states, District of Columbia, and Puerto Rico
3. Additional Delegates:
   - ASHP Officers and directors
   - Past Presidents
   - Section and forum Chairs
   - Five fraternal delegates
4. Elected and seated in January and serve for an entire year
Purview over ASHP professional policies

Policy Cycle for House of Delegates

- January House of Delegates Seated
- March Virtual House of Delegates
- April Regional Delegate Conferences
- May Virtual House of Delegates
- June House of Delegates Meeting
- November Virtual House of Delegates
Four Essential Responsibilities

1. Understand the issues on the House agendas
   - online (via ASHP Connect, virtual RDCs and meetings)
   - in person (RDCs and June Meetings)

2. Actively participate in deliberations on the issues

3. Provide the perspective of ASHP members you represent

4. Provide feedback to ASHP members after meetings

76th Annual Session

- Regional Delegate Conferences
  - Discussion of proposed policies
  - (RDCs – Late April)

- 2024 Session of House of Delegates
  - Two meetings (June)
  - Three virtual (March, May, November)

- Report back to state constituents
  - Outcomes of the House meetings
# The Nuts and Bolts of Delegate Service

## Key Dates for the House of Delegates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 19</td>
<td>Deadline for State Delegate Certification</td>
</tr>
<tr>
<td>Early February</td>
<td>Welcome Message from the Chair</td>
</tr>
<tr>
<td>Mid-February</td>
<td>March vHOD Policies Posted on Connect for Debate</td>
</tr>
<tr>
<td>Late February</td>
<td>Regional Delegate Conference Information Available</td>
</tr>
<tr>
<td>February 28</td>
<td>Delegate Welcome Webinar (1:00 p.m. ET)</td>
</tr>
<tr>
<td>March 8</td>
<td>Delegate Status Change Deadline (March vHOD)</td>
</tr>
<tr>
<td>March 11</td>
<td>Resolutions Submission Deadline</td>
</tr>
<tr>
<td>March 14</td>
<td>Online Voting Instructions Sent to Delegates</td>
</tr>
<tr>
<td>March 15</td>
<td>Voting Opens 12:01 a.m. ET</td>
</tr>
<tr>
<td>March 22</td>
<td>Voting Closes 5:00 p.m. ET</td>
</tr>
</tbody>
</table>

Add to contacts: hodchair@ashp.org
Resolutions to the House of Delegates

Call for Resolutions

2024 ASHP House of Delegates

The Call for Resolutions for the 2024 ASHP House of Delegates session is open. Deadline for submissions is March 15, 2024.

The ASHP House of Delegates seeks to address issues affecting the practice of pharmacy through the development of policies. The Board of Directors and the Board of Trustees invite proposals for new resolutions or revisions to existing resolutions. Board of Directors members serve as liaisons to the House of Delegates and are available to answer any questions you may have. If you have any questions about the process for submitting resolutions, you are encouraged to contact the Chair of the House of Delegates.

Preparing for the March Virtual House

1. Familiarize yourself with the 20 policies being considered by reading the Board Reports and Connect posts.

2. Connect Posts

3. Board Reports

4. Resolutions to the House of Delegates

5. House of Delegates
Board Report on Policy Recommendations

Board of Directors Report: Policy Recommendations for the March 2024 Virtual House of Delegates

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COUNCIL ON PHARMACY PRACTICE POLICY RECOMMENDATIONS .................................................. 3
1. Role of the Pharmacy Workforce in Improving Mental Health ...................................................... 3

Board Report (cont’d)

2. Pharmacy Residency Training
   - To continue efforts to increase the number of ASHP-accredited pharmacy residency training programs and positions available. Further,
   - To promote efforts to increase recruitment and retention of residents in ASHP-accredited pharmacy residency programs. Further,
   - To encourage states to evaluate priority areas within pharmacy for future residency training needs.

Background:
   The Council reviewed ASHP policy (2017) Pharmacy Residency Training, at the recent discussion of pharmacy residency trends. The Council voted to recommend amendments to follow (footnotes indicate new text):
   - To continue efforts to increase the number of ASHP-accredited pharmacy residency training programs and positions available. Further,
   - To promote efforts to increase recruitment and retention of residents in ASHP-accredited pharmacy residency programs. Further,
   - To encourage states to evaluate priority areas within pharmacy for future residency training needs.
Policy Recommendation Language

2. Pharmacy Residency Training

1. To continue efforts to increase the number of ASHP-accredited pharmacy residency training programs and positions available; further,

2. To promote efforts to increase recruitment and retention of residents in ASHP-accredited pharmacy residency programs; further,

3. To encourage stakeholders to evaluate priority areas within pharmacy for future residency training needs.

Note: This policy would supersede ASHP policy 0917.

Policy Rationale

Rationale

ASHP is committed to achieving the goal that “pharmacists who provide direct patient care should have completed an ASHP-accredited residency or have attained comparable skills through practice experience” and advocates that “the completion of an ASHP-accredited postgraduate year one residency be required for all new college or school of pharmacy graduates who will be providing direct patient care.” (ASHP policy position 2007) Furthermore, in the Practice Advancement Initiative (PAI) 2030, recommendation B4 states, “Health systems should require completion of ASHP-accredited residency training as a minimum credential for new pharmacist practitioners.” There are opportunities to evaluate recruitment and retention of residents to increase the number who successfully complete residency training programs. In addition, key stakeholders (e.g., colleges of pharmacy, academic medical centers, healthcare organizations, and government agencies) should evaluate priority areas within pharmacy for future training needs, which may include health-system pharmacy administration and leadership, population health management and data analytics, pain and palliative care, medication-use safety and policy, pharmacy informatics, and others.
Policy Background

**Background**
The Council reviewed ASHP policy 0917, Pharmacy Residency Training, as part of the discussion of pharmacy residency trends. The Council voted to recommend amending it as follows (underscore indicates new text):

- To continue efforts to increase the number of ASHP-accredited pharmacy residency training programs and positions available; further.
- To promote efforts to increase recruitment and retention of residents in ASHP-accredited pharmacy residency programs; further.
- To encourage stakeholders to evaluate priority areas within pharmacy for future residency training needs.

Preparation for the March Virtual House

1. Solicit input on the proposed policies from your constituents.
Preparing for the March Virtual House

1. Participate in online discussion of the policies being considered on ASHP Connect.

2. Prepare for online voting:
   - Add vote@simplyvoting.com to your contacts
   - Try out the online voting process at: https://demo.simplyvoting.com
Preparing for the March Virtual House

Results posted to HOD Website: March 27

- ≥85% of votes: approval
- <85% of votes: policies presented at the June House

If you feel that a policy recommendation on the March ballot should be amended, you should vote against it and encourage other delegates to do so as well.

Questions about the March virtual House?
### Key Dates for the House of Delegates

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<tr>
<td><strong>April 27-30</strong></td>
<td>Live and Virtual Regional Delegate Conferences</td>
</tr>
<tr>
<td>May 3</td>
<td>Delegate Status Change Deadline (May Virtual House)</td>
</tr>
<tr>
<td>May 9</td>
<td>Online Voting Instructions Sent to Delegates</td>
</tr>
<tr>
<td>May 10</td>
<td>Voting Opens 12:01 a.m. ET</td>
</tr>
<tr>
<td>May 16</td>
<td>Voting Closes 5:00 p.m. ET</td>
</tr>
<tr>
<td>June 8-9</td>
<td>Delegate Registration</td>
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<tr>
<td>June 8</td>
<td>Open Forum, Delegate Primer</td>
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<tr>
<td>June 9</td>
<td>First Delegate Caucus, First Meeting of the House</td>
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<td>June 10</td>
<td>Deadline for New Business Items</td>
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<td>June 11</td>
<td>Second Delegate Caucus, Second Meeting of the House</td>
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**Register to attend one of the live or virtual RDCs.**

Familiarize yourself with the items being considered at the May and June Meetings of the House:
- May and June House of Delegates Agendas (available in early April)
- Board Reports (available in early April)
- Proposed Resolutions (if any)
- Treasurer’s Report

Download these documents and the RDC Agenda

Solicit input on the proposed policies and other issues from your constituents
At the RDC...

RDC Attendance

29

After the RDC...

RDC Attendance

30
Preparing for the May Virtual House

- Familiarize yourself with the policies being considered by reading the Board Reports and Connect posts.
- Solicit input from constituents
- Vote!

Preparing for the June Meetings

1. Register and make your reservations for the ASHP Pharmacy Futures Meeting in June.
2.
3.
Preventing for the June Meetings

1. Download the ASHP Live app.

2. Download (or print) the items that will be considered:
   - Policy Recommendations (Board Reports)
   - Resolutions (if any)
   - Treasurer’s Report

3. A consolidated PDF will be available on the HOD website. The Report on Proposed Amendments will be available May 31.

Remember: There is no access to Wi-Fi or power in the House!
### Saturday at the June Meetings

**Saturday, June 8**

- **House of Delegates Registration**, 10:30 a.m.–5:45 p.m.
- **Open Forum**, 2:30 – 4:30 p.m.
- **Delegate Primer on HOD Processes**, 4:30 – 5:30 p.m.

### Sunday at the June Meetings

**Sunday, June 9**

- **House of Delegates Registration**, 7:00 – 11:00 a.m.  
  *(register in Executive Office after then)*
- **Delegate-Organized Caucuses**, 7:30 – 9:30 a.m.
- **First Delegate Caucus**, 9:30-11:30 a.m.
- **First House of Delegates Meeting**, 1:00 – 5:00 p.m.
First Delegate Caucus (June 9, 9:30-11:30 am)

- Brief orientation to review meeting procedures.
- Delegates who have submitted proposed amendments to policy recommendations will be recognized, proceeding in the order of the Board Reports.
- Delegates may request to be recognized to speak about the proposed amendments, or to offer their own.
- If consensus is reached on amending language, the Chair may ask that it be retained for display at the First Meeting.
- Delegates may submit amending language through the amending language form on the Calls, Forms, and Rosters page of the HOD website by **6 pm June 8** for discussion at the First Caucus.

Submitting Amending Language

- Delegates may submit proposed amendments using the Amending Language Form on the Calls, Forms, and Rosters page of the House of Delegates website:
  

- Deadlines to submit proposed amendments via form:
  - By 6 pm on June 8 for discussion at the First Caucus
  - By 12:00 noon on June 9 for First Meeting of the House (after then, submit in writing at staff desk on floor of the House)
Understanding the HOD Agenda

First Meeting of the June House (tentative)
Sunday, June 9
1:00-5:00 p.m.

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>YOUR ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
<td>Come to order</td>
</tr>
<tr>
<td>2. Roll Call of Delegates</td>
<td>Say “here” at appropriate time</td>
</tr>
<tr>
<td>3. Report on Previous Session</td>
<td>Listen</td>
</tr>
<tr>
<td>4. Ratification of Previous Actions</td>
<td>Vote to ratify actions taken in March and May</td>
</tr>
<tr>
<td>5. Report of Committee on Resolutions</td>
<td>Receive report (if there is one)</td>
</tr>
<tr>
<td>6. Report of Committee on Nominizations</td>
<td>Listen</td>
</tr>
<tr>
<td>7. Statements of HOD Chair Candidates</td>
<td>Listen carefully, you will vote at Tuesday’s meeting</td>
</tr>
<tr>
<td>8. Policy Recommendations</td>
<td>This is the POLICY PORTION of the AGENDA</td>
</tr>
<tr>
<td>9. Report of the Treasurer*</td>
<td>Come prepared to deliberate, contribute, and VOTE</td>
</tr>
<tr>
<td>10. Recommendations of Delegates*</td>
<td>Read in advance, listen, ask questions, vote to accept</td>
</tr>
<tr>
<td>11. Announcements</td>
<td>Come prepared to submit recommendation(s)</td>
</tr>
<tr>
<td>12. Adjournment</td>
<td>Pretend to listen</td>
</tr>
<tr>
<td></td>
<td>Prepare for the Second Meeting on Tuesday</td>
</tr>
</tbody>
</table>

*Item may be moved to second meeting in the interest of devoting time to policy deliberations.

How Policy Recommendations are Debated

1. All policy recommendations from each council introduced en bloc
2. Each policy recommendation is considered in order
3. Each amendment considered separately
4. After all amendments are voted on, the policy as amended is approved in its entirety
Submitting a Recommendation

Delegates may submit Recommendations using the Recommendation Form on the Calls, Forms, and Rosters page of the House of Delegates website:

https://www.ashp.org/House-of-Delegates/HOD-Calls-Forms-and-Rosters

Bring a printed copy of your recommendation for presentation to the House on Sunday and Tuesday.

Submitting New Business

Delegates may submit New Business using the New Business Form on the Calls, Forms, and Rosters page of the House of Delegates website:

https://www.ashp.org/House-of-Delegates/HOD-Calls-Forms-and-Rosters

Deadline to submit New Business is 4:00 p.m. Monday, June 10.
Tuesday at the June Meetings

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>June 9</td>
<td>First Delegate Caucus</td>
</tr>
<tr>
<td>June 9</td>
<td>First Meeting of the House</td>
</tr>
<tr>
<td>June 10</td>
<td>Deadline for New Business Items (4 pm)</td>
</tr>
<tr>
<td>June 11</td>
<td>Second Delegate Caucus 12:15 – 2:00 p.m.</td>
</tr>
<tr>
<td>June 11</td>
<td>Second Meeting of the House 4:00-6:00 p.m.</td>
</tr>
</tbody>
</table>

Understanding the HOD Agenda

Second Meeting of the House
Tuesday, June 11
4:00-6:00 p.m.

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>YOUR ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
<td>Come to order</td>
</tr>
<tr>
<td>2. Quorum Call</td>
<td>Identify changes in delegates from Sunday’s meeting</td>
</tr>
<tr>
<td>3. Election of the Chair of the House</td>
<td>Vote for your choice of the nominees</td>
</tr>
<tr>
<td>4. Report of Committee on Resolutions</td>
<td>Debate and vote on Resolution(s) (if any)</td>
</tr>
<tr>
<td>5. Unfinished and New Business</td>
<td>Discuss and vote on Board actions on amendments made at first meeting and New Business Items (if any)</td>
</tr>
<tr>
<td>6. Report of the President and CEO</td>
<td>Listen, ask questions, and vote to accept</td>
</tr>
<tr>
<td>7. Recommendations of Delegates</td>
<td>Come prepared to submit recommendation(s)</td>
</tr>
<tr>
<td>8. Installation of Officers and Directors</td>
<td>Enthusiastically applaud</td>
</tr>
<tr>
<td>9. Announcements</td>
<td>Pretend to listen</td>
</tr>
<tr>
<td>10. Adjournment of Meeting</td>
<td>Congratulate yourself on a job well done!</td>
</tr>
</tbody>
</table>
After the House Meetings...

Questions?
Thanks, and I look forward to working with you at the RDCs and the House!

Melanie Dodd, Chair
ASHP House of Delegates
hodchair@ashp.org