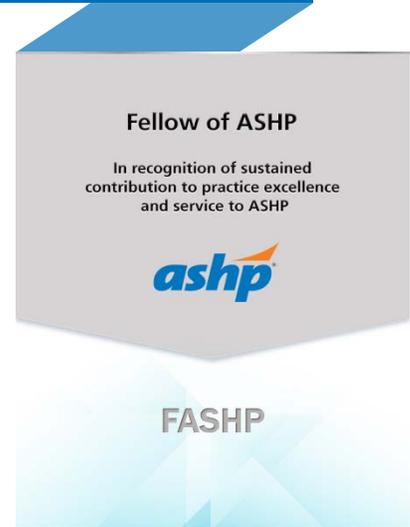


# FASHP APPLICATION TIP SHEET

The ASHP Practitioner Recognition Committee has provided the following tips to assist you with completing the ASHP Practitioner Recognition Program (FASHP) Application Form. Following these tips does not guarantee successful attainment of ASHP Fellow status. However, it may clarify your understanding of the interpretation of the criteria by the FASHP Recognition Committee whose role is to thoroughly and objectively evaluate your application against the recognition criteria and provide the most appropriate recommendation to the ASHP Board of Directors regarding selection.



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## CRITERION 1: DEMONSTRATION OF SUSTAINED COMMITMENT OR CONTRIBUTIONS TO EXCELLENCE IN PHARMACY PRACTICE IN ACUTE AND AMBULATORY CARE SETTINGS

- It is important that you indicate within your personal statement your specific role in any innovations, especially if excellence was achieved due to the contributions of a larger group such as through the efforts of your pharmacy department or another interprofessional team.

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## CRITERION 2: CONTRIBUTION TO THE TOTAL BODY OF KNOWLEDGE IN HOSPITAL AND PHARMACY PRACTICE IN ACUTE AND AMBULATORY CARE SETTINGS

- Include all publications and significant contributions to the biomedical literature on relevant pharmacy and drug therapy topics.
- Publications in peer-reviewed (refereed or scholarly) journals indexed in PubMed are given significant consideration and meet the intent of this criterion. Non peer-reviewed publications do not meet the intent of this criterion.
- Professional publications including books and book chapters on relevant pharmacy and drug therapy topics also meet the intent of this criterion and should be included in your publication history.
- Fully list all publications for which you are either an author or co-author. Do not include publications for which you only acted in a review or editorial capacity as these activities do not meet the intent of the criterion.

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## CRITERION 3: INVOLVEMENT IN AND COMMITMENT TO EDUCATING PRACTITIONERS AND OTHERS

- Commitment to education takes many forms from making national presentations to healthcare practitioners to: precepting students and residents; mentoring and training staff; education of other healthcare practitioners; or educating the public. Consider all the ways in which you engage in educating pharmacists, pharmacy residents, student pharmacists, pharmacy technicians, other healthcare practitioners, or the public when responding to this criterion.

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## CRITERION 4: DEMONSTRATION OF ACTIVE INVOLVEMENT AND LEADERSHIP IN ASHP

- The intent of this criterion is national volunteer (non-compensated) service to ASHP as evidenced by a record of consistent and active involvement and leadership in elected or board-appointed volunteer roles

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## CRITERION 4: DEMONSTRATION OF ACTIVE INVOLVEMENT AND LEADERSHIP IN ASHP (CONT.)

- Certain activities, while valuable in their own right, do not meet the intent of this criterion for volunteer (non-compensated) activities. This includes:
  - Activities for which ASHP provided you remuneration (e.g. serving as a paid contributor of an ASHP product or service, etc.) do not count toward volunteer service.
  - Activities that meet the intent of a different criterion, such as conducting groundbreaking or practice-enriching research (e.g. Criterion 1: Excellence), publishing a white paper or new practice standard (e.g. Criterion 2: Publications), presenting educational content at a national meeting such as the ASHP Midyear Clinical Meeting (e.g. Criterion 3: Education), serving as a residency program director (e.g. Criterion 3: Education), etc.
  - Activities that are not Board-appointed or elected, including serving as a Section/Forum Advisory Group (SAG) or Educational Steering Committee (ESC) member - including in a Chair or Vice Chair role, serving as a ASHP reviewer (e.g. for *AJHP*, abstracts, awards, CVs, posters, practice standards, etc.), or engaging in important yet micro-volunteer opportunities such as being a network facilitator, session moderator, Mentor Match mentor, poster mentor, Connect blogger, etc. While ASHP values and greatly appreciates the outputs from these volunteer activities, they each provide a variable level of participation and leadership year over year. Therefore, the committee is seeking service at a level of leadership distinction such as in board-appointed or elected level leadership roles, as an indicator of service excellence within ASHP.
- As noted above, the intent of this criterion is national volunteer service to ASHP. While ASHP values your contributions on the state level, particularly service in elected leadership roles within your ASHP state affiliate, your application should focus on presenting a comprehensive overview of your volunteer service to ASHP, specifically in elected and board-appointed leadership positions.

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## LETTERS OF RECOMMENDATION

- Think carefully about who you ask to write your letters of recommendation. Letters should be thoughtful and speak to your attainment of the FASHP criteria. Therefore, the best letters of recommendation usually come from pharmacists with whom you have a professional relationship. Letters from Fellows of ASHP are welcomed but not required.
- While your physician and administrator colleagues may have significant knowledge related to your professional accomplishments, these individuals may have difficulty sufficiently addressing specific FASHP criterion, such as your consistent and active leadership and involvement in ASHP. If you choose to seek a letter of reference from your physician or administrator colleagues in support of Excellence in Pharmacy Practice or Involvement in Educating Practitioners as examples, consider seeking an additional reference from someone who can speak to additional FASHP Criteria to strengthen your overall letters of reference.

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## ADDITIONAL TIPS

- Complete the application thoroughly and in its entirety; do not rely on your CV to convey your achievement of the recognition criteria. As noted in the application, the FASHP Recognition Committee will base its recommendations solely on the information supplied within the application form itself. Therefore, an incomplete application may serve as a basis for denial of your application.
- The open-ended statements in the application allow you the opportunity to communicate how you meet the criterion that is not captured in the application tables and are helpful to the committee.
- Proofread your application carefully prior to submission to confirm it is free of misspellings, typos, or other errors. In doing so, you help ensure that you are presenting yourself and your accomplishments in the most positive light.
- Consider seeking review of your application from a reference, colleague or mentor prior to submission.