House of Delegates

SUPPLEMENTAL INFORMATION

2020 ASHP
Regional Delegate Conferences

Note: Each Regional Delegate Conference (RDC) runs from 1:00 to 5:30 p.m. EDT, with two 15-minute breaks. This information is intended to help participants in the RDCs and the House of Delegates prepare for their participation.

A. **Antitrust Notice**
- Participants are instructed to read the antitrust statement (Appendix I) and note that they cannot come to understandings or agreements on activities or positions that might:
    - 1) raise, lower or affect prices, reimbursement levels, discounts, fees, wages, and/or other terms and conditions for doing business;
    - 2) allocate or divide markets or territories;
    - 3) indicate a refusal to deal with particular customers, companies, or third-party payers; or
    - 4) affect supply and demand of products and/or services.

B. **Virtual RDC Objectives**
1. Ensure that delegates have all the information they need for their decisions on the policy issues coming before the House of Delegates.
2. Offer a forum for exchange of information among delegates and ASHP officials.

C. **Responsibilities of Delegates**
- Study the policy proposals.
- Gauge opinions of colleagues, including state society leaders, on the issues.
- Decide what is the "right" thing to do—for patients, for the profession.
- Mentor new delegates.
- Be engaged—RDC, ASHP Connect discussion, Open Forum for Members, caucuses, candidate forum, HOD meetings.
- Report back to ASHP members in the state.

D.   Characteristics of Good Policy and Substantive Amendments

1.   Characteristics of Good Professional Policy

- Before discussing the policy proposals, review the attached document, "Characteristics of Good ASHP Professional Policy" (Appendix II). The points in this document have guided councils, staff, and the Board in crafting the language of policy proposals.
- Note the definition of professional policy: "ASHP's official stance on an issue related to pharmacy practice or use of medications in society."
- See the attached chart on the "ASHP Policy Development Process" (Appendix III), which diagrams the steps in policy development.
- Keep in mind that ASHP professional policy is the foundation for ASHP advocacy. "Advocacy" is the work that ASHP does to persuade individuals or groups to take action or make a change that is desired by ASHP members.
- Please be aware that the language of policy proposals has been carefully developed to articulate the principles that the originating body (council, forum, or executive committee of a section) wished to express, taking into account
  o   Existing ASHP policy,
  o   Relevant background and context, and
  o   Any unique considerations related to how ASHP would advocate for the policy if it is approved.
- The House of Delegates is encouraged to concentrate on the basic principles expressed in a policy more so than the wording preferences of individual delegates.

2.   Substantive versus Non-Substantive Amendments

- The Chair of the House encourages members of the House to focus more on the substance of policy proposals than on wording preferences.
- Again this year, the Chair will invite delegates, during debate at the first meeting of the session, to simply request the Board of Directors to consider any minor editorial or wording changes in a policy proposal. No formal amendment will be required to make such a request, and the Board will report its decision on any requests at the second meeting of the session.
- Examples of substantive and non-substantive amendments are attached to this agenda (Appendix IV).

E.   Review of Policy Recommendations and Resolution(s)

- *This is the heart of the RDC and will consume most of the time.*
- *If there is a Resolution for consideration this year, the Report of the Committee on Resolutions will be made available for review by the delegates shortly before the RDCs. Please note that the House vote is on the substance of the Resolution, and not on the Committee's recommendation regarding the Resolution (i.e., delegates vote on whether to make the language in the Resolution ASHP policy, and <u>not</u> on whether to accept the Committee's recommendation).*

- In advance of the RDC, ASHP staff members contacted selected delegates and asked them to come prepared to facilitate discussion of policy recommendations or resolution(s) assigned to them.
- The discussion facilitator will introduce an item, explain the key aspects of the background, discuss implications of the proposed policy or resolution, and invite comments and questions from other delegates. *One goal of the RDC is to ensure that discussion of each item is sufficient for delegates to thoroughly understand the proposal and the process for proposing amendments, but that goal must be balanced with the competing goal of covering as many policy recommendations as possible.*
- After the RDCs, all delegates will be sent a survey asking if they plan to amend a policy recommendation. All delegates planning to amend a specific policy recommendation will be contacted by email after the survey so they can collaborate on consensus amending language.

F.   Treasurer's Report
Due to the time constraints of the virtual RDCs, discussion of the Treasurer's Report will have to take place in conjunction with the online meetings of the House of Delegates.

G.   RDC Reimbursement
Delegates who purchased airline tickets to attend RDCs will be directly reimbursed by ASHP. ASHP has contacted delegates with specific instructions for reimbursement. If you have any questions, please contact affiliates@ashp.org.

H.   Keeping the Discussion Going Via ASHP Connect and at State Affiliate Meetings
- All ASHP members are encouraged to use ASHP Connect to discuss proposed policies.
- *Delegates who are interested in pursuing amendment of a proposed policy are reminded that delegates will receive a survey from ASHP in the week following the virtual RDCs to identify all the delegates interested in amending a specific policy recommendation. You should respond to that survey if you plan to propose an amendment. Responding delegates will be emailed so they can collaborate on consensus amending language and post it on ASHP Connect for discussion before the House meets.*
- In addition to discussing proposed policies, on ASHP Connect members can share documents related to the policy recommendations in the ASHP Connect library.
- ASHP provides PowerPoint presentations of proposed and approved policies for you to use at state affiliate meetings, in webinars, or other venues. We have notified state affiliates of the availability and have posted this on the "Resources to Help Serve as a Delegate" section of the House of Delegates website.

I.   **Online Meetings of the House of Delegates**
- Planning is underway for online meetings of the House of Delegates June 5-9. More information will be made shared as it becomes available.

J.   **Collecting Information from and Reporting to Constituents on the RDC and House**
- Delegates are encouraged get feedback from and to report to their constituents on the activities at the RDCs and the House. After the House meetings adjourn, a slide set summarizing House policy actions will be created for you to share with your constituents. Delegates are also strongly encouraged to post their thoughts on the RDC discussions and House actions on ASHP Connect.

K.   **November House of Delegates Online Voting**
- Delegates will receive an email message from the Chair of the House in September with detailed information about the House of Delegates online voting, which will be scheduled for November.
- Delegates will vote on policy recommendations that are approved by the Board between April and October.
- As in previous virtual House events:
  - Delegates may vote online any time during a 7-day voting window.
  - Policy recommendations will be posted to ASHP Connect for discussion in advance of voting, but there is no process for debating or amending policies during online voting.
  - Policies approved by $\geq$85% of voters will become ASHP policy; those with less support will be reviewed by councils and the Board and may be presented to the House at a later meeting.

ASHP Virtual Regional Delegate Conferences
April 25–28, 2020

Antitrust Statement

ASHP has a policy of strict compliance with federal and state antitrust laws. ASHP policymakers, including delegates to the House of Delegates, need to be aware of the possible antitrust exposure that may arise when representatives of competing entities with market power meet to discuss the types of issues on House of Delegates agendas. Although your service in the ASHP House of Delegates has as its express purpose carrying on discussions for the purpose of optimizing therapeutic outcomes and patient care, and is a voluntary venture, not undertaken on behalf of your respective employers or businesses, your activities may be interpreted as actions by competitors. It is important that delegates understand that they cannot come to understandings or agreements on activities or positions that might:

1) raise, lower or affect prices, reimbursement levels, discounts, fees, wages, and/or other terms and conditions for doing business;
2) allocate or divide markets or territories;
3) indicate a refusal to deal with particular customers, companies, or third-party payors; or
4) affect supply and demand of products and/or services.

It is acceptable to discuss pricing models, methods, systems, and other forms of voluntary consensus standards or guidelines based on objective evidence that do not lead to an agreement on restraining prices, wages, or related matters. Information may be presented with regard to historical pricing activities so long as such information is general in nature and does not include specific data on current prices or wages in a particular trade area. Any discussion by delegates to the ASHP House of Delegates of current or future pricing, wages, fees, or other terms and conditions, which may lead to an agreement or consensus on prices, wages, or fees, is strictly prohibited. A violation of the antitrust laws may be inferred from discussions about pricing or wages followed by parallel decisions by group members, even in the absence of an oral or written agreement.

Characteristics of Good ASHP Professional Policy

Professional Policy Definition

ASHP's official stance on an issue related to pharmacy practice or use of medications in society.

Optimal Characteristics

Optimally, an individual policy position of ASHP will

- Deal with an important issue in health-system pharmacy or societal medication use (consistent with the purposes of ASHP).
- Generally target a distinct, sharply-defined issue rather than a diffuse, multifaceted issue.
- Be based on a thorough, balanced analysis of the issue and policy options.
- Be clear, efficient, and precise in its wording.
- Be direct in its wording. (It is permissible to be opposed to something.)
- Identify the desired outcome or situation to give ASHP a clear basis for advocacy.
- Generally be expressed in sufficiently broad language to give ASHP latitude in pursuing the desired outcome.
- Foster the ability of health-system pharmacists to optimize the application of their knowledge, skills, and abilities in practicing their profession.
- Be consistent with broad national goals in healthcare delivery, including goals related to healthcare access, value, and quality.
- Be motivated by broad public interest rather than narrow self-interest.
- Focus on the "right thing to do" (from the public's perspective) rather than on the "easy thing to do" (from a practitioner's perspective).
- Avoid redundancy with or contradiction of other ASHP policy.

(Note: Published titles of policy positions are considered an editorial matter; staff is receptive to suggestions for title changes.)

Implementing ASHP Policy

ASHP has four options in advocating a policy. The Board of Directors and staff decide after a policy is adopted which combination of options to apply in implementing a particular policy position.

1. Actively and directly pursue implementation of the policy.
2. Collaborate with other stakeholders in actively pursuing implementation of the policy.
3. Communicate the policy to others who have a stake in the issue and who may be working on the issue.
4. Maintain the policy as general guidance and look for opportunities to communicate the policy to interested stakeholders or to collaborate with others on implementation.

In general, the level of effort devoted to implementing a new policy is determined by its alignment with ASHP's top advocacy priorities.

ASHP Policy Development Process

A   The primary policy process is indicated by heavy arrows.

B   There are five councils: Education and Workforce Development, Pharmacy Management, Pharmacy Practice, Public Policy, and Therapeutics. The councils are the primary policy-recommending groups.

C   Standing committees, commissions, advisory groups, task forces, ad hoc committees.

D   The executive committees of the Sections and Forums.

E   Resolutions, which are intended for emergent policy issues, are submitted directly to the House of Delegates.

F   The Board of Directors has final authority over most practice standards, and it may adopt interim professional policies on any issue when the House of Delegates is not in session.

G   The House of Delegates also has a role in identifying issues for policy development, which are referred to the Board of Directors. The Board, in turn, may refer an issue to a specific council.

H   The House of Delegates has final authority over the ASHP Bylaws and the Rules of Procedure for the House of Delegates; amendments to the ASHP Charter require approval by ASHP active members.

I   The Board of Directors has authority over operations policy, including financial management.
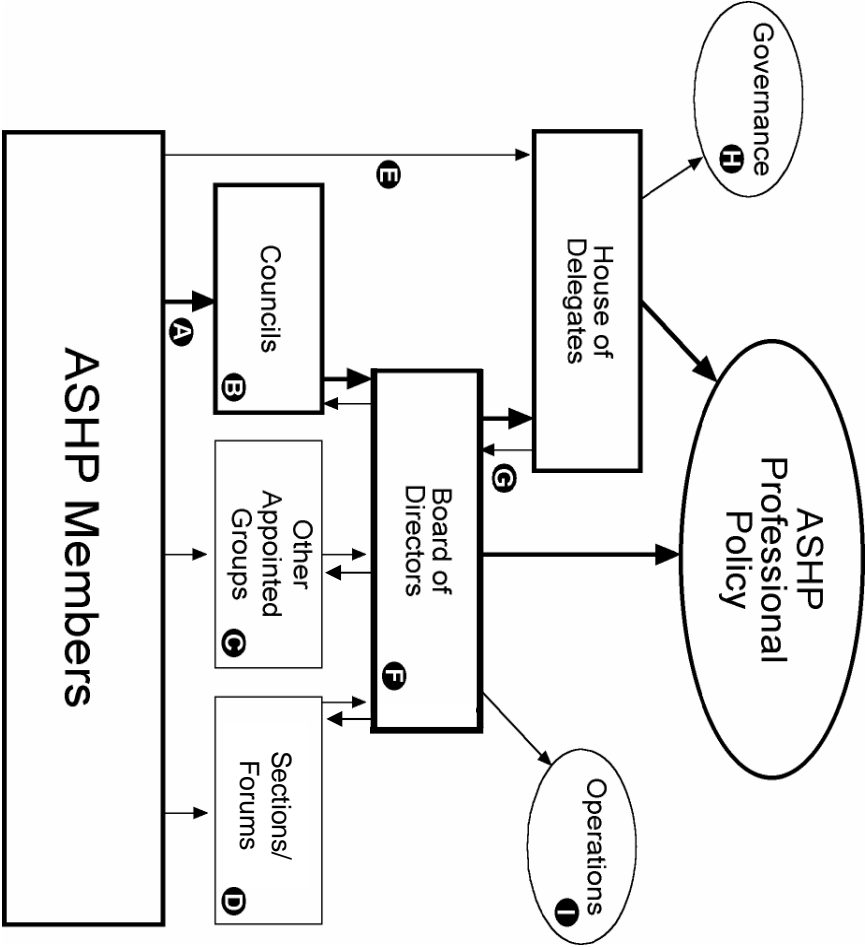
Substantive versus Non-Substantive Amendments

Words added are in *italics*; words deleted have a ~~strikethrough~~ mark.

Examples of Substantive Amendments

Medication Management for Patient Assistance Programs
To support the principle that medications provided through manufacturer patient assistance programs should be stored, packaged, labeled, dispensed, and recorded using systems that ensure the same level of safety as *prescription-based programs incorporating a pharmacist-patient relationship.* ~~in traditional medication use systems.~~

Influenza Vaccination Requirements to Advance Patient Safety and Public Health
To advocate that hospitals and health systems require health care workers ~~with direct patient care responsibilities~~ to receive an annual influenza vaccination except when (1) it is contraindicated, or (2) the worker has religious objections, or (3) the worker signs an informed declination; further, ...

Medicare Prescription Drug Benefit
…
To advocate that essential requirements in the program include (1) appropriate product reimbursement based on transparency of drug costs; (2) affordability for patients, including elimination of coverage gaps; (3) payment for indirect costs and practice expenses related to the provision of pharmacist services, based on a study of those costs; (4) appropriate coverage and payment for patient care services provided by pharmacists; (5) open access to the pharmacy provider of the patient's choice; ~~and~~ (6) formularies with sufficient flexibility to allow access to medically necessary drugs; *and* (7) *well-publicized, unbiased resources to assist beneficiaries in enrolling in the most appropriate plan for their medication needs.*

Examples of Non-Substantive Amendments

To *encourage* ~~advocate~~ that ....

To *support* ~~encourage~~ that ....

To *strongly* advocate that ....

To *foster* ~~promote~~ the role ....

To *strongly encourage* ~~urge~~ health policy makers ....

. . .. schools *and* colleges of pharmacy ....

Go-To-Webinar Instructions
2020 ASHP Virtual Regional Delegate Conferences

To ensure a seamless connection to the 2020 ASHP Virtual Regional Delegate Conferences, please follow the below instructions in the order they appear.

1. **If connected to a VPN, disconnect (if possible) and close unneeded programs to free up computer resources.**

2. **Join the meeting using the link provided in your email from your desktop or laptop computer.**

Dear Delegate,

Thank you for registering for "RDC Test".

Please send your questions, comments and feedback to:

How To Join The Webinar

Add to Calendar: Outlook® Calendar | Google Calendar™ | iCal®

1. Click the link to join the webinar at the specified time and date:

[Join Webinar]

Note: This link should not be shared with others; it is unique to you.
Before joining, be sure to check system requirements to avoid any connection issues.

3. **Join the meeting audio:**
   a. Join audio using <u>one</u> of the two options below. Do not use both.
   b. You will be auto-muted once connected. ASHP Technical Staff will unmute you when the meeting begins, allowing you to participate in the verbal discussion.
   c. For optimal sound quality - Use earphones, earbuds, wireless earphones on your cell phone. Use earphones or a headset on your computer audio.
      i. For clarity during the call, do not use speakerphone.
      ii. When not speaking, please mute yourself on either your handset or control panel.

   <u>Option 1 - Using a Phone (preferred method):</u>
   - Dial in to the meeting using the dial-in number and access code found in the Go-To-Webinar control panel.
   - You must also enter your audio pin in order to participate in the call.
      o (NOTE: Each caller has a unique individualized pin. Do not share with others.)
   - Once the access code AND pin have been entered, your control panel will show that you are connected to the call.

   <u>Option 2 - Using Computer Audio:</u>
   - Select 'Computer Audio' in the audio settings.
   - No other action necessary.

Option 2

Option 1
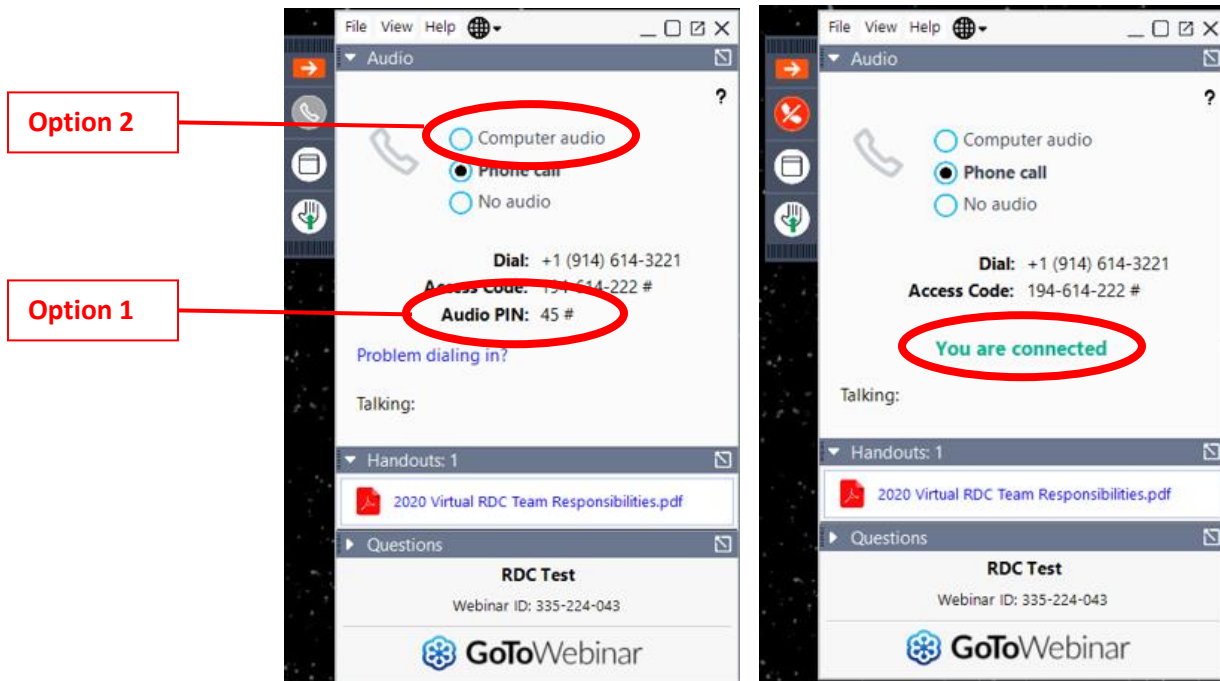
4. **Participate in the meeting:**
   a. All delegates will be unmuted within the control panel, allowing for fluid discussion. When you are not speaking we ask that you mute yourself on either your handset or control panel.
   b. Once the ASHP Staff Facilitator opens up policy discussion, **"raise your hand" and wait** to be called on by the Facilitator before you comment.
   c. To ask a private question or submit a written comment to ASHP Staff – type your question/comment in the "Question" box in your control panel and click "Send" to submit.
      i. This will only be seen by ASHP Staff. No other attendees will see what is submitted here.

B. To comment on a policy, click the hand icon to "raise your hand," and wait to be called on by the facilitator.

C. Type your question/ comment here. Click "Send" to submit.

For Optimal Results:

- Use a <u>laptop</u> or <u>desktop computer</u> to join the Go-To-Webinar via the link provided.
- Only use <u>one</u> method to dial-in: phone audio or computer audio, not both.
- Use earphones, earbuds, wireless earphones on your cell phone. Use earphones or a headset on your computer audio.
  - o For clarity during the call, do not use speakerphone.
- If you <u>mute</u> your phone or computer audio when not speaking, remember to unmute when preparing to speak.

If you have any trouble joining the Go-To-Webinar, please contact:

Maria Carias: 301-664-8820
Ken Harding: 301-664-8814