



MSHP FELLOW APPLICATION GUIDELINES

Fellow in the Massachusetts Society of Health-System Pharmacists

I. Purpose

The MSHP Fellow Program serves the following purposes:

- a. to recognize excellence in pharmacy practice; and
- b. to grant recognition and to promote public awareness of pharmacists who have distinguished themselves in pharmacy practice.

II. Authority

The MSHP Fellow Recognition Program shall be conducted under the general authority of the MSHP Board of Directors. The Board shall approve all regulations pertaining to the operation of the MSHP Fellow Recognition Program.

III. Governance

Fellow Selection Committee

The program shall be administered by the Fellow Selection Committee

The Fellow Selection Committee is comprised of the following:

- a. Chair: Immediate Past President of MSHP
- b. Vice-Chair: MSHP DEI Chair
- c. Membership Committee members: a minimum of 4 members nominated by the President and approved by the Executive Committee. At least two members should have the status of MSHP Fellow. At least one member should be a technician.

The following are the responsibilities of the Fellow Selection Committee

- a. to review and approve recognition eligibility criteria and, in general, to provide quality assurance for the program
- b. to recommend for approval applications for recognition of individuals to the Board of Directors
- c. to recommend to the Board of Directors any future changes in these Guidelines

IV. Required Criteria for Recognition

Definition: the term “candidate”, for the purposes of this program includes pharmacists and technicians who are members of MSHP as defined in the MSHP Bylaws.

The MSHP Fellowship is awarded for demonstrating excellence in pharmacy practice. The fellowship promotes public awareness of pharmacists and technicians who have distinguished themselves in practice. Candidates for the MSHP Fellow Recognition Program must meet the following criteria:

1. Candidate must first show dedication and leadership to the society (MSHP), in addition to the greater pharmacy practice. This is demonstrated through activities such as:
 - a. Serving elected positions within MSHP
 - b. Serving as a MA House of Delegates
 - c. Serving as an MSHP committee chair
 - d. Active contributions as an MSHP committee member
 - e. Presenting educational content at MSHP meetings or webinars
2. Candidate must demonstrate sustained practice excellence and professionalism in health-system pharmacy practice for at least 10 years.

Interpretation

- a. It is expected that the level of demonstrated practice will reflect a commitment to practice excellence throughout the candidate’s career.
- b. The candidate must provide sufficient documentation that a level of excellence has been achieved through sustained practice.
 - For example, development, implementation, or enhancement of systems or programs (within the candidate's current or a previous practice site) that resulted in an improved level of practice.
 - For example, service and leadership within committees in the health system.
 - The candidate must articulate why they believe that a level of practice excellence has been achieved.
 - Particular emphasis shall be placed on innovation, creativity, and conceptualization of new or improved practice methods.
3. Candidate shall have contributed to the total body of knowledge in pharmacy practice.

Interpretation

- a. The following may be submitted as evidence that the candidate has a record of contributing to the total body of knowledge in pharmacy practice.

MSHP FELLOWS APPLICATION GUIDELINES

- publication of scientific or professional papers on relevant topics of pharmacy in refereed journals (senior author or coauthor is acceptable); and/or publication of a textbook or several chapters in a textbook(s) on some aspect of pharmacy; and/or
 - presentations at professional meetings; and/or
 - presenting authors at posters at professional meetings; and/or
 - production or publication of educational aids on some aspect of pharmacy.
4. Candidate must be involved in and committed to educating the health-system workforce.

Interpretation

- a. Each candidate must be actively involved in educational programs.
 - Examples include the following:
 - presentations to health-care practitioners on topics that pertain to pharmacy practice
 - Providing guidance to colleagues practice
 - precepting and educating learners
 - mentoring staff
 - training technicians
 - educating the public
 - In fulfilling this criterion, the candidate must provide written commentary that addresses the applicant's commitment to education.
5. Candidate must demonstrate active involvement and leadership in professional activities.

Interpretation

- a. Candidate must support the profession as evidenced by a record of consistent and active involvement and leadership in professional activities, inclusive of a current practitioner member of MSHP, have sustained membership in MSHP for at least 10 years and have a record of outstanding service to the profession through contribution to MSHP.
 - Examples include the following:
 - served as an elected officer of a MSHP and/or participated in MSHP committee(s)
 - served as member of a pharmacy association policy recommending body
 - served as a member of a commission, committee, task force, or ad hoc group established by a national, state, regional or local pharmacy association
 - served as a reviewer, editorial board member, or editor for a national, professional refereed journal
 - served as a reviewer of papers submitted for presentation at

MSHP FELLOWS APPLICATION GUIDELINES

- o national pharmacy meetings
 - o demonstrated acts of advocacy for the pharmacy profession
6. Candidate must demonstrate active involvement and leadership in diversity, equity, and inclusion and belonging activities.

Interpretation

- a. Candidate must be actively involved in ensuring a diverse and successful future for the pharmacy profession.
- Examples include the following:
 - o Mentor to trainees/early careerists who otherwise may not have access to mentorship
 - o Represents/promotes practice surrounding under-represented minorities within healthcare
 - o Active member of their institution's DEI committee/task force

V. Designation of MSHP Fellow Recognition Status

A candidate achieving recognition shall be designated a "Fellow of the Massachusetts Society of Health- System Pharmacists" (FMSHP). Candidates achieving MSHP Fellow status shall be recognized during the MSHP Honors and Awards Banquet.

VI. Application Process

1. MSHP members applying for the MSHP Fellow Recognition Program may not serve on the Fellow Selection Committee
2. Members of the MSHP Board of Directors are not eligible to apply during their term of office.
3. The Required Criteria for Recognition and any additional pertinent information shall be included with the application.
 - a. The candidate shall submit a detailed curriculum vitae (CV) that includes the following elements:
 - Education – list of colleges and universities attended, dates of attendance and degrees conferred
 - Post-graduate training – type of post-graduate training, institution, program director, dates of training
 - Professional experience – list in reverse chronological order, your experience, dates of experience and any additional comments
 - Professional activities – list all organizations, offices held, committees served, type of activity or service and dates of activity or service. Must include MSHP service.
 - Publications – list in reverse chronological order, all peer reviewed and non-peer reviewed publications
 - Abstracts and Posters – list in reverse chronological order, all abstracts or posters presented to healthcare practitioners at

MSHP FELLOWS APPLICATION GUIDELINES

- national, regional, state and/or institutional conferences; include title, audience, location, and date indicating which posters they served as a presenting author on
- Presentations – in reverse chronological order, list all presentations presented to healthcare practitioners at national, regional, state and/or institutional conferences; include title, audience, location and date
- b. The candidate shall submit an *Exhibit A* document which is a concise, but sufficiently detailed, personal statement that addresses each of the following: a) the candidate's significant contributions to health-system pharmacy practice and b) why the candidate believes that a level of practice excellence has been achieved; refer to Required Criteria for Recognition
 - c. The candidate shall submit an *Exhibit B* document which is a concise, but sufficiently detailed, personal statement that addresses the quality of the candidate's educational efforts; refer to Required Criteria for Recognition
 - d. The candidate shall submit the names and email addresses of three colleagues (practitioners, administrators, or academicians) to provider letters of recommendation.
The letters of recommendation must attest to the candidate's contributions to healthcare and highlight each area in the Required Criteria for Recognition
4. Any member of MSHP may nominate another member of MSHP for fellowship status. Nominees must meet all the required criteria for fellowship and a completed application must be submitted.
 5. All applications submitted will remain confidential and only reviewed by members of the Fellow Selection Committee along with the MSHP Board of Directors for official recognition approval.
 6. Applications shall be submitted no later than the deadline posted online. Revisions to an application after the submission deadline will be considered on a case-by-case basis. Candidates should email the Fellow Selection Committee at admin@mashp.org for application queries.
 7. The MSHP Fellow Selection Committee renders its decision based only on the application materials and the Required Criteria for Recognition.
 8. The Candidate will be notified of fellowship status via email by the end of the second week of April.
 9. Candidates conferred fellowship status will be recognized at the MSHP Annual Honors and Awards ceremony.