Board of Pharmacy Specialties
2025-2027
Board of Directors
Call for Applications

Informational Booklet

Application materials must be received by BPS no later than Wednesday, September 4, 2024 at 5:00pm ET.
The Board of Pharmacy Specialties (BPS) is seeking applications for individuals to serve on its Board of Directors for a three-year term beginning January 2025 through December 2027.

**Application Deadline**

BPS must receive all the following items NO LATER THAN Wednesday, September 4, 2024 at 5:00pm Eastern time:

1. Completed electronic application
2. Candidate Statement of Interest (300 words or less) responding to the prompt: “Why are you interested in serving as a member of the BPS Board of Directors?”
3. Current resumé or curriculum vitae

Prior to submitting the application, carefully review and consider the qualifications, position duties, responsibilities, and required time commitment outlined in the Call for Applications booklet, the BPS Conflict of Interest policy, and the Commitment to Serve document. The documents related to board member policy can be found on the policy page of the BPS website.

- A minimum of 10 years professional experience is required for consideration.

**Questions** – Contact Brian Lawson, PharmD, ICE-CCP, BPS Associate Executive Director, at blawson@aphanet.org.
Open Positions for the 2025-2027 Term

The Board of Pharmacy Specialties governing documents state the following:

The Board of Pharmacy Specialties shall be composed of twelve (12) voting members who shall be appointed by the Board of Pharmacy Specialties. The membership shall be composed of:

– Three (3) public members, at least one (1) of whom shall meet the current criteria established by the National Commission for Certifying Agencies (NCCA) for public members. Other public members may be non-pharmacist health professionals;
– Nine (9) pharmacist members, who may or may not be Board-certified.

The Board-certified pharmacist members shall be in one of each of the five (5) specialties recognized by the Board of Pharmacy Specialties, and in the event that there are greater than five (5) specialties, a rotation will be established to ensure a balance of specialty program input. The Board of Pharmacy Specialties shall seek nominations from the appropriate community of interest for each of the pharmacist slots on the Board. The Board members represent the best interests of the Board of Pharmacy Specialties and not an individual organization.

The Executive Director of the Board of Pharmacy Specialties shall serve as a nonvoting member of the Board ex officio.

A member of the APhA Board of Trustees shall be appointed as a liaison to the Board of Pharmacy Specialties and shall serve as a nonvoting member of the Board ex officio.

The Board of Pharmacy Specialties (BPS) is currently seeking applicants for four positions on BPS Board of Directors.

Public Member (One position for 2025)

• Current Board Member, Carolyn Clancy, MD, MACP, is completing her first term and is eligible for re-appointment.

Pharmacist Members (Three positions for 2025)

• Current Pharmacist Member, Stefan Kowalski, BPharm, MAppSci, BCGP, is completing his second term and is not eligible for reappointment.
• Current Pharmacist Member, Ruth E. Nemire, PharmD, EdD, is completing her first term and is eligible for reappointment.
• Current Pharmacist Member, Holly Divine, PharmD, BCACP, BCGP, is completing her first term and is eligible for reappointment.
Desired Characteristics for BPS Board Members

Applicants for the BPS Board of Directors should demonstrate:

1. Sensitivity to the various publics that the BPS process serves (i.e., general public, pharmacists, health institutions and providers, pharmacy associations, and the profession in general),
2. For pharmacist or health professional applicants, capability of bringing both their particular expertise and broad perspectives of pharmacy to the specialty recognition and certification processes,
3. For public sector applicants, capability of bringing the broad perspectives of public interest to the specialty recognition and certification processes,
4. Support of specialty recognition and certification as a means of assuring and enhancing public health through the provision of high-quality pharmaceutical care,
5. Commitment to the mission, vision, and strategic goals of BPS.
6. Support of the existing criteria for specialty recognition and BPS Certification standards,
7. Support of the use of psychometrically sound and legally defensible certification processes by which candidates for specialty designation are certified, and the continued improvement of these processes, and
8. Voluntary commitment of the time necessary to serve as a member of BPS Board of Directors. The time commitment involves at a minimum two face-to-face meetings annually (2-3 days each), monthly 1-hour conference calls and additional committee service as may be required from time to time. Conference calls and/or written and e-mail correspondence are the principal means of communication between formal meetings.

Responsibilities/Duties

The Board of Pharmacy Specialties shall have sole responsibility and authority for managing the entire specialty certification process including, but not limited to:

- Recognition of new specialties and maintaining established specialties;
- Approval of content outlines/examination specifications in accordance with psychometrically sound practices;
- Approval of candidate eligibility criteria;
- Oversight of examination passing score decisions reached by BPS Specialty Councils in accordance with commonly accepted psychometric standards and accreditation criteria for personnel certification programs;
- Approval of recertification processes;
- Oversight of the work of the BPS Specialty Councils, and direction of staff and consultants;
- Initial approval and updating of all policies and procedures for the operation of the certification program;
- Achieving initial and ongoing compliance with personnel certification accreditation standards;
- Approval of all fees and charges for certification services;
- Appointment of board and specialty council members; and
- Development of annual budget and fiscal oversight
**BPS Policies**
In accordance with BPS Policies and Procedures, all volunteer contributors and leaders must sign and adhere to the BPS Conflict of Interest Policy, confidentiality and non-disclosure agreement, commitment to serve statement, and antitrust policy. These documents can be found on the policy page of the BPS website and will be provided to board members for signature prior to the start of their term. Questions related to this policy should be directed to Ellie LaNou, BPS Director of Professional Affairs (elanou@aphanet.org) and will be escalated to BPS Legal Counsel as needed.

**Notification of Selection**
Applicants will be informed of the decision by the end of November 2024.

**Additional information**
Once appointed as a BPS Board Member, terms will begin the following year (e.g., appointed in 2024 to serve in 2025). New Board members will be asked to attend a BPS board meeting as observers in December 2024 via conference call and participate in virtual orientation in early 2025.