Board of Pharmacy Specialties
Pain Management Pharmacy
Call for Applications

Inaugural Specialty Council
Member
Informational Booklet

Application materials must be received by BPS no later than Monday, April 8, 2024.
The Board of Pharmacy Specialties (BPS) is seeking applications for pharmacists with experience in pain management pharmacy to serve on the Pain Management Pharmacy Specialty Council. The specific term for this appointment will begin June 2024 until December 2027, with the potential to continue for a duration of up to six years through December 31, 2030.

Application Deadline
BPS must receive all the following items **NO LATER THAN Monday, April 8, 2024 at 5:00pm Eastern Time**:

1. Completed and signed Application Form
2. Completed Statement of Interest (300 words or less) responding to the prompt: "Why are you interested in serving as a member of the BPS Specialty Council?"
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 this call for applications booklet, the BPS Conflict of Interest policy, and the commitment to serve document. The documents related to council member policy can be found on the policy page of the BPS website.

Members of a Specialty Council must complete a 2-year wash-out period after term expiration to be eligible to sit for the specialty certification exam and/or to contribute to preparation and review courses or recertification programs.

Questions – Contact Sajel Lewis, PharmD, BCPS, BPS Senior Manager, Professional Engagement at slewis@aphanet.org
Purpose
The BPS Specialty Councils serve the following purposes:

• Developing standards and requirements for certification and recertification of pharmacists in the specialty area for approval by the BPS Board of Directors;
• Participating in the examination development process by reviewing and approving examination items and assembled forms of the certification examination; and
• Reviewing and approving professional development programs for the recertification of pharmacist specialists

Desired Characteristics for BPS Specialty Council Members
Applicants for BPS Specialty Council members should demonstrate the following characteristics:

• Leadership experience and ability
• Effective interpersonal communication skills and teamwork
• Previous volunteer experience with BPS or other organizations (e.g., professional, certification, regulatory, licensure body)
• Recognition of interprofessional impact of certification
• Understanding of and adherence to the BPS Policies and Procedures
• Recognition and disclosure of relevant conflicts of interest
• Professional and ethical behavior
• Capacity to meet required time and travel commitments
• Awareness and support from applicants’ employer

Eligibility Requirements
Applicants for a BPS Specialty Council must be licensed pharmacists who are actively practicing in the specialty area or have expertise relevant to it. BPS Board Certification in another specialty area is preferred, but not required.

Appointment Duration

The term of appointment for council members is duration of up to six years (see Call for Nominations section on page 2). Terms are usually based on a calendar year, defined as January 1st to December 31st. The specific term for this appointment will begin June 2024 until December 2027, with the potential to continue for a duration of up to six years through December 31, 2030.

The specialty council will establish a succession plan to stagger the transition of inaugural council members with new members who hold the BPS Board Certification in pain management pharmacy. After the first certification examination is administered, at least two inaugural members will transition off the council each subsequent application cycle.

New Specialty Councils: The newly created BPS Specialty Council will not have pharmacists certified in that particular specialty, and the inaugural members will not be granted that status by virtue of their appointment. “Grandfathering” is specifically prohibited. Once the first specialty certification examination for the new specialty has been administered, at least two newly certified pharmacists will be appointed each year to replace the original Specialty Council members.
Responsibilities

Specialty Council activities are based on the annual scope of work and may include the following:

- Participate in one in-person exam development meeting with BPS Exam Developers to review and approve examination forms and/or review and edit examination items (2 days);
- Participate in examination development meetings via teleconference with a BPS Exam Developer to review and approve examination forms and/or review and edit examination items (across multiple sessions, each typically 2-4 hours in duration);
- Participate in other examination development activity, either individually or via teleconference, such as writing of examination items, feedback to examination item writers, updating of references for examination items, reclassification of examination items, or pre-meeting review of assembled examination forms;
- Assist the BPS Exam Developer in maintaining and updating the style guide for the certification exam;
- Review and provide feedback on the activities and performance of professional development programs;
- Review and recommend applicants for BPS Specialty Council appointment to the BPS Board of Directors;
- Participate in the governance of the certification program, in accordance with BPS governing documents (e.g., annually elect Specialty Council chair and vice chair, recommend certification eligibility and recertification requirements);
- Promote BPS Certification to prospective certification candidates and other stakeholders in pharmacy; and
- Provide any additional insights and subject matter expertise to BPS, including environmental scans and notice of changes in regulatory and licensing practices, standards, and guidelines.

Time and Travel Commitment

BPS Specialty Council members should expect to attend one 2-day in-person exam development meeting each year. BPS will reimburse travelers for expenses associated with required meetings, including transportation, hotel, and meals. Meeting location and dates will be selected according to the availability of specialty council members and may either be in conjunction with a pharmacy conference (e.g., APhA, ASHP, ACCP) or as a stand-alone meeting.

A representative of each BPS Specialty Council is to attend the fall BPS Board of Directors meeting to provide an annual update to the board of directors on the activities of the specialty council for that year.

BPS Specialty Council members should expect to attend five to 10 exam development meetings per year via teleconference, either one or two days (or a fraction thereof) in length. Meeting dates and times will be selected according to the availability of specialty council members.

BPS Specialty Council members should expect to attend one 2-hour business meeting each year via teleconference. Meeting date and time will be selected according to the availability of specialty council members (usually held in June or July).
BPS Specialty Council members should expect to allocate an additional 20-30 hours per year for additional examination development activity, the review and evaluation of professional development program (i.e., recertification) providers, the review and approval of reports associated with the development and maintenance of the examination content outline or passing standard, and the review of applications for incoming specialty council members.

**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 specialty council members for signature prior to the start of their term. Questions related to this policy should be directed to Sajel Lewis, BPS Senior Manager, Professional Engagement (slewis@aphanet.org) and will be escalated to BPS Legal Counsel as needed.

**Notification of Selection**
Applicants will be informed of their selection decision for council service by the end of June 2024.

**Additional Information**
Once appointed as a BPS Pain Management Pharmacy Specialty Council member, terms will begin June 2024. It is anticipated that Specialty Council members will be provided with virtual orientation materials in June/July 2024.

For more information about each BPS specialty, visit [https://www.bpsweb.org/bps-specialties](https://www.bpsweb.org/bps-specialties).