

PHARMACIST PROFESSIONAL
ADVISORY COMMITTEE (PharmPAC)

STANDARD OPERATING PROCEDURES
MANUAL

27 February 2015

Table of Contents

I. FUNCTIONS	3
II. MEMBERSHIP	5
III. NOMINATION PROCESS.....	9
IV. TERM OF APPOINTMENT FOR VOTING MEMBERS MEMBERS.....	11
V. CHAIRPERSON AND CHAIR-ELECT	13
VI. CHIEF PROFESSIONAL OFFICER, PHARMACY, (CPO).....	13
VII. OPERATIONS AND PROCEDURES.....	14
VIII. CHARTER UPDATE AND APPROVAL.....	15
IX. STANDARD OPERATING PROCEDURES (SOP) UPDATE AND APPROVAL.....	15
APPENDIX A	16

The Standard Operating Procedures (SOPs) were created by the Pharmacist Professional Advisory Committee (PharmPAC) to provide guidance in carrying out the mission and objectives of the PharmPAC Charter. The SOPs do not supersede the Charter.

I. FUNCTIONS

In carrying out its broad mission and objectives, the functions of the PharmPAC shall include, but are not limited to, the following:

A. Provide general professional advice and recommendations:

1. Review and comment on issues referred to the PharmPAC by the Surgeon General, Chief Professional Officer (CPO), Operating Division (OPDIV) Heads, and/or Staff Division (STAFFDIV) Heads.
2. Deliberate issues, develop findings, and present recommendations through the CPO to the Surgeon General.
3. Provide advice on the professional aspects of the pharmacist category, i.e., new technologies, regulations, curricula, roles, etc.
4. Provide advice on ethical and professional standard issues.
5. Review and provide recommendations concerning proposed or needed changes to appointment standards and professional requirements (i.e. GPA or Board Certification)

B. Act as a resource for pharmacist career development:

1. Regarding both Commissioned Corps (CC) and Civil Service (CS) pharmacists.
2. Advise on issues related to USPHS promotion practices for the pharmacy category.
3. Formulate criteria for the selection of candidates for training and/or other career development options.
4. Identify both continuing and long-term intramural/extramural education needs of the pharmacy category, and identify and recommend training and/or experience opportunities designed to meet these needs.

5. Advise on issues related to training and deployment readiness of CC Officers.

C. Provide advice and assistance on pharmacy staffing issues:

1. Provide feedback to the CPO regarding overall pharmacist staffing needs in the United States Public Health Service (USPHS).
2. Provide advice on the goals, objectives, and procedures designed to meet the USPHS staffing needs and assist in pharmacist retention initiatives.
3. Provide guidance for recruitment to the short-term student affiliation programs (CC student programs such as Commissioned Officer Student Training Externship Program (COSTEP), other paid or volunteer externs/interns and students on clinical rotations, etc.).
4. Develop, and/or review and critique pharmacy category-specific USPHS recruitment materials, procedures, and programs.
5. Help establish networks of current, as well as former USPHS professionals, who can assist and facilitate recruitment activities.
6. Confer with DCCPR concerning the placement of qualified appointment boarded pharmacy candidates and subsequently provide guidance to appointment boarded pharmacy candidates regarding their placement.
7. Assist with updating orientation materials for newly hired pharmacist category professionals and provide advice/recommendations concerning orientation programs.

D. Communicate and encourage appropriate use of awards/recognition systems:

1. Identify, establish, and help administer special professional pharmacy category awards.
2. Maintain cognizance of the existing CC and CS award programs and opportunities and encourage the nomination of qualified individuals for such awards.

E. Serve as communication link and information resource for the pharmacist category:

1. Communicate to the CC/CS pharmacist category staff important information concerning professional, ethical, and technical issues.
2. Encourage individual membership in and involvement with pharmacy professional organizations and other societies in order to promote open communication with both federal and non-federal colleagues.
3. Ensure the distribution of minutes and/or other PharmPAC developed materials to the extent possible and appropriate to CC and CS staff. Ensure the availability of PharmPAC minutes to other PACs and the Office of the Surgeon General through the PharmPAC website.

II. MEMBERSHIP

- A. **Basic Eligibility Requirement:** Members must be full-time CC or CS personnel at the time they are nominated and appointed to the PharmPAC, and meet the eligibility requirements for initial appointment to the pharmacist category and their respective personnel system. Members must maintain status as a full-time CS or active duty CC USPHS pharmacist throughout entire tenure on the PharmPAC. In addition, all CC personnel must meet the basic readiness standards at the time they are nominated and appointed to the PharmPAC and throughout their term of service on the PharmPAC.
- B. Staff from the Office of the Secretary (OS) and the Office of the Assistant Secretary for Health (OASH) may serve on the PharmPAC as voting members. In cases where a conflict of interest may arise, the members should recuse themselves from voting on a particular issue.
- C. **Size of the PharmPAC:** The PharmPAC shall have no fewer than 10 and no more than 30 voting members.
- D. **Organizational Representation:** In order to provide the range of experiences and perspectives necessary for addressing issues before the PharmPAC, every effort must be made to have the broadest representation possible among all agencies that are routinely staffed by Commissioned Corps Officers of the pharmacist category. Those pharmacists who are already represented by another PAC (e.g., individuals with degrees in Pharmacy and Medicine can only be represented by one PAC) will not be counted when assessing the total number of pharmacists in their OPDIV for purposes of representation. Pharmacists who are appointed to the PharmPAC will continue in that capacity for their normal three-year

period regardless of whether the total number of pharmacists in their OPDIV drops below any minimum threshold during that time.

- E. Geographic Considerations: The PharmPAC will have, as voting members, at least two individuals whose regular duty station at the time of appointment to the PharmPAC is geographically removed by a distance of seventy-five or more miles from the Washington, DC Metropolitan Area. Both the Washington, DC area and other areas of the nation must be represented on the PharmPAC.
- F. Gender and Race: Every effort will be made to ensure that the PharmPAC does not consist (1) entirely of men or entirely of women or (2) entirely of one race, as long as no selection is made to the PharmPAC solely on the basis of gender or race. Race and gender requirements cannot be satisfied simultaneously by a single voting member.
- G. Personnel System: Every effort will be made to ensure that the PharmPAC has at least one Commissioned Corps and one Civil Service Voting Member.
- H. Professional Seniority: The PharmPAC will have as a voting member a minimum of one individual who at the time of their appointment to the PharmPAC has fewer than five years of experience as a pharmacist and one individual with at least 11 years of experience as a pharmacist.
- I. Voting and Decision Making: Voting and decision making will be permitted by PharmPAC Voting Members (and their alternate, but only when the member is not present). Where voting or decision making is required or appropriate (for example, election of the Chair-Elect), decisions will be determined by the simple majority of those voting members present. If a tie situation occurs, the presiding Chair will have one additional vote to break the tie.
- J. Members: The roster of USPHS Pharmacists will be reviewed 30 days prior to the call for nominations for PharmPAC membership. At this point a determination will be made regarding how many nominations will be needed to satisfy the following requirements.

- 1. OPDIVs both HHS and non-HHS with 10 or more individuals based on the current number of CC pharmacists:

Number of CC Pharmacists	Voting Representatives
0 – 9	0 (see Ex-minimus below)
10 - 60	1
61 - 100	2
101 - 200	3
201 - 300	4

301 - 400	5
401 - 500	6
501 and above	7

2. Roster Count for CC pharmacists
 - a. PHS OPDIVs: CC pharmacists who can be identified as meeting the pharmacist appointment criteria
 - b. Non-HHS organizations: CC pharmacists (e.g., Federal Bureau of Prisons, Coast Guard, Immigration and Customs Enforcement, Tricare Management Activity, Department of Defense, the District of Columbia's Commission on Mental Health Services (Saint Elizabeth's Hospital), and any other appropriate non-HHS organization as determined eligible by vote of the PharmPAC. Note that Coast Guard, Immigration and Customs Enforcement, and the Secretary level at the Department of Homeland Security are deemed as distinct and individual non-HHS organizations for purposes of PharmPAC membership.)
3. Ex-minimus Members: USPHS and non-HHS organizations staffed by less than 10 USPHS CC pharmacists will have their total number of eligible CC pharmacists combined for purposes of determining PharmPAC representation using the chart in II(J)(1). For example, if the total number of combined eligible CC pharmacists staffing the Ex-minimus OPDIVs is 61, then those OPDIVs will have two voting representatives on the PharmPAC. No two Ex-minimus Voting Members shall be from the same OPDIV at any given time, unless the only candidate(s) for membership are from the same OPDIV(s).
4. Ex-officio Members (non-voting): The following are ex-officio members of the PharmPAC:
 - a. CPO (see VI)
 - b. The former Chair (maximum one year) if not already a member of the PharmPAC
 - c. Executive Secretary if not already a member of the PharmPAC
 - d. Pharmacy representatives of the Junior Officer Advisory Group (JOAG)
 - e. Other individuals as identified and appointed by the PharmPAC
5. Liaison Members (non-voting): The PharmPAC may identify individuals to serve in a liaison capacity to provide information or

assist with activities. Nominations are forwarded to the CPO for approval. Current organizations with PharmPAC liaisons are:

- a. American Association of Colleges of Pharmacy (AACCP)
- b. American College of Clinical Pharmacy (ACCP)
- c. American Society of Consultant Pharmacists (ASCP)
- d. American Society of Health-System Pharmacists (ASHP)
- e. ASHP Foundation
- f. American Pharmacists Association (APhA)
- g. American Public Health Association (APHA)
- h. Academy of Managed Care Pharmacy (AMCP)
- i. Association of Military Surgeons of the United States (AMSUS)
- j. Commissioned Officers Association of the US Public Health Service (COA)
- k. American Academy of HIV Medicine (AAHIVM)
- l. International Academy of Compounding Pharmacists (IACP)

- K. Alternates - Cognizant of the demands of the Voting Member's primary work responsibilities, and the PharmPAC's need to conduct business, each Voting Member shall appoint and inform the Chairperson of an individual who can serve as his/her alternate. Candidates for the Alternate position should be thoroughly familiar with the member's roles on the PharmPAC.

Such alternates shall have voting privileges when serving in the place of a primary voting member. It is the responsibility of the primary PharmPAC member to keep the alternate fully informed and knowledgeable of the PharmPAC's activities.

1. Alternates should be from the same OPDIV as the Voting Member.
2. Each alternate must submit their CV and supervisor concurrence to the Administrative Section within one month of the beginning of the Voting Member's term. If the alternate is from the list of nominees that the OPDIV had last submitted, OPDIV approval will be assumed and immediate supervisor approval will not be necessary.
3. Any OPDIV clearance or approval requirements for travel/per diem must be handled within the OPDIV by the primary PharmPAC Voting Member

III. NOMINATION PROCESS

- A. Solicitations for Voting Member

1. The Administrative Lead(s) is responsible for the entire nomination process.
 2. Annually, the PharmPAC will solicit, through the PharmPAC minutes, newsletters, and other appropriate means, nominations for current and future vacancies on the PharmPAC from all individuals in the category.
 3. Self-nominations will be both permitted and encouraged for Voting Member positions.
 4. The name(s) will be transmitted by the Administration section lead to the nominee's respective OPDIV Head or liaison who may endorse the nominee(s) recommended or provide alternate or additional nominations meeting the general representation requirements demonstrated by the original nominee(s).
 5. OPDIV concurrence is only valid for one year from the date concurrence is given.
 6. The OPDIV Head response will be reviewed by the PharmPAC, and a final list of nominees will be sent by the Administrative section lead through the CPO to the Surgeon General for approval.
- B. Voting Member nominations will be such that they will be staggered over the three-year term so that approximately one-third of the members' terms will expire annually.
- C. Multiple Applicants for an opening - Under the discretion of the PharmPAC Chair and CPO, if the Chair and Administrative section determine there is a need to hold a meeting, then the Administrative section Lead may convene a nomination subcommittee with the following structure:
1. The subcommittee will consist of only current PharmPAC Voting Members.
 2. At least 1/3 of the PAC members will be represented.
 3. , The subcommittee will perform a first round review and discussion of the nominations.
- D. This nomination process shall be conducted so that the final nomination package is available for the Surgeon General's consideration no less than

60 calendar days prior to the expiration of the regular term of the Voting Member.

E. Filling an unexpired term - Should the need arise to fill an unexpired Voting Member term, a replacement will be selected from a pool of nominees. In the event of an OPDIV change or reassignment of a Voting Member during the normal three-year term, respectively, the member may complete the remaining operational year for that OPDIV. The Voting Member vacancy will then be announced to fill the remainder of the three-year term or it will be at the discretion of the CPO and PAC Chair to allow the member to complete the entire three-year term.

1. One component of this pool of nominees will consist of those nominees who were previously endorsed by their OPDIV at the time of the last OPDIV solicitation (these nominees will automatically be considered without further OPDIV input).
2. The other component of this pool of nominees will consist of nominees received since the last OPDIV solicitation who have not yet been endorsed by their OPDIV (these nominees must first be re-endorsed by their OPDIV before they are considered).
3. If the departing officer's alternate is not included in that pool, he/she should be given the opportunity to gain OPDIV concurrence and be included as well.
4. If this pool of nominees is sufficient, then no further OPDIV solicitation will be necessary.
5. If this pool of nominees is insufficient and more nominees are needed to fill the vacancy, the same process for member selection as used for regular term appointments will be followed, except that the nomination package will be conveyed to the Surgeon General as soon as possible for action. Until the Surgeon General confirms the new member, the former member's alternate will fill the position to allow for the uninterrupted representation of the former member's OPDIV.

F. Any OPDIV-initiated requirements for travel/per diem must be handled within the OPDIV by the primary PharmPAC member.

However, it is understood that by the OPDIV putting forth an individual's name, the OPDIV is obliged to make reasonable accommodation to allow that individual to execute his/her duties on the PharmPAC.

G. Timeline (Guidelines)

1. January
 - a. Determine number of nominations to be solicited.
 - b. Write nomination announcement.
 - c. Determine deadlines for submission for nomination announcement (i.e. Listservs, CC eBulletin, etc.).
2. February/March – Submit announcements for nominations to appropriate media (Listservs, eBulletin, etc).
3. May - Review all nominees to ensure eligibility, send letter to nominees indicating nomination has been received.
4. June - Convene nomination subcommittee if necessary.
5. July/August
 - a. Forward nomination packages to the full PAC membership to rank order nominees forwarded by the nominating subcommittee.
 - b. Rank order forwarded to CPO for concurrence.
 - c. Complete nomination packages for officers selected for membership must be forwarded to the OSG no less than 60 days prior to 1 November.
6. October
 - a. After the SG signs off on the nomination package for appointment, welcome letters should be prepared by the Administration section for signature by the PAC Chair and CPO.
 - b. Letters for nominees not selected should be prepared by the Administration section for signature by the PAC Chair.
7. November
 - a. Send current membership roster to OSG.
 - b. Remind members to supply alternate information (CV and supervisor concurrence).
 - c. Prepare letters for new alternates, informing them of their roles and thanking them for their anticipated service.

IV. TERM OF APPOINTMENT FOR VOTING MEMBERS

- A. The term of appointment for Voting Members will be three years provided the members maintain status as a full time HHS CS or an active duty CC USPHS pharmacist. The PharmPAC shall begin its operational year on the First of November and end 12 months afterwards on the thirty-first of October.

- B. A Voting Member completing his/her term on the PharmPAC is eligible for reappointment for one additional three-year term. Once a Voting Member has accumulated a total of two complete three-year terms of service on the PharmPAC, he/she is not eligible for reappointment. Service as an alternate to a voting member will not be included in these service calculations, but a Voting Member who has completed two three-year terms of service may not become an alternate during the three years immediately following his/her last complete term.
- C. Commencement of Term for Replacement of Voting Members: If the member resigns during the middle of a term, then the replacement member will finish out the remainder of the original term with a retroactive start date the same as the original member.
- D. Pro Tempore Members: If the appointed Voting Member is reassigned to a different OPDIV during his/her term of appointment to the PharmPAC, he/she will be allowed to complete his/her year of term following the upcoming annual solicitation. The replacement member will begin his/her term on 01 November.
- E. Attendance: Each Voting Member of the PharmPAC is expected to attend all meetings unless excused by the Chair. Any member of the PharmPAC who misses more than 25% of meetings without just cause can, at the discretion of the PharmPAC, be asked to voluntarily resign from the PharmPAC, or the PharmPAC can initiate a request to the CPO for non-voting members, and the Surgeon General for voting members to terminate said membership and so inform the OPDIV Head.
- G. Participation: The PharmPAC is a participatory organization. Every Voting Member of the PharmPAC is expected to either chair or actively participate on a PharmPAC section or activity on an ongoing basis. Each voting member will be assigned to a PharmPAC section and will act as a co-lead of that section. Non-voting members are also expected to participate in the section or activity for which they have volunteered .
1. Failure to voluntarily participate as a chair or as an active member of at least one PharmPAC section or activity will result in censure of the member at the discretion of the PharmPAC.
 2. Being censured twice for non-participation will result in a member's name being sent to the CPO or Surgeon General as determined by the type of membership, with a recommendation for removal from the PharmPAC.

3. If the Voting Member does not agree with the PharmPAC's decision, then that member may appeal the PharmPAC's decision directly to the Surgeon General.
4. Responsibility
 - a. The PharmPAC Chair will first speak with such non-participating PharmPAC members to urge them to become involved.
 - b. If no action is taken by the members to become involved, then the Chair will direct the Administrative section to forward the names of the non-participating members to the entire PharmPAC for a vote on censure.

V. CHAIRPERSON and CHAIR-ELECT

- A. A Chair-Elect will be elected by the voting membership of the PharmPAC prior to the last meeting of the operational year, the operational year being as defined in section IV(A). Nominations for the Chair-Elect position may be accepted in advance or at the election meeting. Ballots for the Chair-Elect position may be sent to PharmPAC members and returned, prior to or at the election meeting.
- B. Term of the Chairperson and Chair-Elect: The Chair-Elect will serve a one-year term and will automatically become the Chairperson for the following year. The Chairperson will serve a one-year term. In the event there is no Chair-Elect, the Chairperson may be elected for one additional year in the same manner as the Chair-Elect.
- C. Term of Appointment: When the term of Chairperson ends, that Chairperson will then be known as the immediate past-Chairperson until the next Chairperson leaves office. If the immediate past-Chairperson is not reappointed as a regular PharmPAC member, then he/she may serve one additional year as an ex-officio member of the PharmPAC, provided the OPDIV Head is informed and concurs with the extension.
- D. The Chair-Elect will become Acting Chairperson in the absence of the Chairperson.

VI. CHIEF PROFESSIONAL OFFICER, PHARMACY, (CPO)

- A. Membership on PharmPAC: The CPO shall be an ex-officio member of the PharmPAC.
- B. CPO's Relationship with PharmPAC: All PharmPAC products -

correspondence, reports, minutes of its proceedings, or other must be transmitted through the CPO who, as he/she may deem appropriate, may provide concurring or non-concurring comments but may not stop or unduly delay such transmittals.

VII. OPERATIONS AND PROCEDURES

- A. Frequency of meetings: Meetings will be held at least quarterly, or more frequently as the PharmPAC deems appropriate.
- B. Agenda: A meeting agenda and appropriate background materials will be distributed to the members in advance of the meeting using appropriate means. Agenda items may be submitted by PharmPAC members, program officials, or USPHS pharmacists.
- C. Records and Reporting:
 - 1. Minutes of each PharmPAC meeting will be developed, and approved by the PharmPAC members.
 - 2. Minutes and reports of the PharmPAC will be distributed in accord with item I(E)(3) Functions.
 - 3. The PharmPAC must establish a system to maintain a permanent file of the official minutes and reports of the PharmPAC.
 - 4. The Chairperson shall appoint, with the consent of the PharmPAC, an Executive Secretary for a one-year term to run concurrently with the Chairperson's term. The Executive Secretary can be appointed from among the Voting Members of the PharmPAC or an individual may be appointed to this position as an ex-officio member. There shall be no limit on the number of terms that an individual may serve as the Executive Secretary.
- D. Quorum: A quorum consists of 50 percent of the PharmPAC's voting membership. The quorum may be physically assembled, assembled through electronic means (such as telephone or video conference), or any combination of the two. An alternate attending in lieu of the member shall be counted in determining the quorum requirement.
- E. Sections: The PharmPAC may establish standing or ad hoc sections and activities, as deemed appropriate or necessary, to perform its functions. The 5 sections are Administration, Recruitment, Career Development, Communications, and Readiness. Membership in these sections may include non-PharmPAC members provided that the leads of each section are voting members of the PharmPAC. All the section leads should submit a work plan by the First of November each year. (Appendix A)

VIII. CHARTER UPDATE AND APPROVAL

- A. The PharmPAC is required to develop a formal written charter that is consistent with the Office of the Surgeon General's Model Charter.
- B. The PharmPAC's charter must be reviewed and approved by the Surgeon General.
- C. If the PharmPAC subsequently modifies its charter, such modifications require the review and approval of the Surgeon General.
- D. The PharmPAC is required to review and, if required, update its charter at least every three years.

IX. STANDARD OPERATING PROCEDURES (SOP) UPDATE AND APPROVAL

- A. The PharmPAC's SOP must be reviewed and approved by the PharmPAC.
- B. Modifications of the SOP require the review and approval of the PharmPAC.
- C. The Charter Activity group is required to review and, if required, update its SOP at least every three years.
- D. The PharmPAC Administration section lead shall maintain a file with all previous known versions of SOPs.

DECISION

Approved  Date 2-27-2015
PharmPAC Chair

APPENDIX A

Pharmacist Professional Advisory Committee Sections and Activities

Administration Section

Purpose: The primary function of the Administration Section of the PharmPAC is to ensure proper and smooth functioning of the day-to-day activities of the PAC.

Awards Activity

Purpose: Recognize USPHS pharmacists and students through the PharmPAC Awards program. This includes PAC Honor Awards, PAC Service Awards, PHS Excellence in Pharmacy Practice Award, Outside Awards, and the US

Charter Activity

Purpose: Revise the PharmPAC Charter and PharmPAC Standard Operating Procedures Manual.

Membership Activity

Purpose: Assure PharmPAC membership is representative and that pharmacy strength is routinely reviewed.

External Pharmacy Professional Relations Activity

Purpose: To monitor organizational websites for potential awards for USPHS pharmacists and to serve to coordinate with other organizations on issues involving legislation.

Legislation Activity

Purpose: To monitor the congressional press and other publications for legislation impacting the pharmacist category, to make recommendations to the PAC and CPO, and when appropriate, to develop position papers on pertinent pieces of legislation.

Recruitment Section

Purpose: To assist in the recruitment of highly qualified pharmacists and pharmacy students and to provide advice and consultation in support of the Surgeon General and the Chief Professional Officer on recruiting and matching pharmacists into the USPHS and issues related to personnel activities of CS and CC pharmacists.

University Point of Contact (UPOC) Program Activity

Purpose: To increase knowledge of USPHS pharmacist career opportunities by communicating regularly with school administrators and students and by active participation in school activities and events.

Student Program Activity

Purpose: To increase pharmacy student knowledge of PHS student opportunities and awareness of PHS through a student listserv and newsletter.

Pharmacy's Best Kept Secret (PBKS) Activity

Purpose: To review, update, and disseminate salary comparisons throughout all PBKS documents and web references.

Career Development Section

Purpose: Provide information about educational opportunities including continuing education and graduate programs for pharmacists.

Professional Guidance and Retention Activity

Purpose: To study and recommend actions that will enhance the professional experience and retain the services of pharmacists in the USPHS.

Readiness Section

Purpose: To help all CC pharmacy officers become and remain Basic Ready.

Communications Section

Purpose: To promote the interests of the USPHS pharmacist category, by delivering information through a variety of media.

Events and Meeting Activity

Purpose: Provide a calendar of events regarding professional meetings and USPHS activities.

Listserv Activity

Purpose: Disseminate information originating from the PharmPAC to pharmacy students, USPHS pharmacists and other individuals as appropriate.

Newsletter Activity

Purpose: Disseminate information originating from the Pharmacy Category to USPHS pharmacists and other individuals as appropriate. Provide information from the Pharmacy Category to the Combined Category PAC when requested.

PLANT (Pharmacists Learning and Networking Together) Activity

Purpose: To collect and post personal abstracts of pharmacists who wish to share what they do as pharmacists in the Department of Health and Human Services/PHS.

Website Activity

Purpose: Disseminate category-specific information of interest to USPHS pharmacists and other individuals as appropriate.

History Activity

Purpose: Research and publish articles/papers that highlight the rich history of the category and the current events where pharmacists have played a role and have impact on public health.