
FIP Rules of Procedure

BU-C13: PHARMACY PRACTICE IMPROVEMENT PROGRAMME AWARD

Background

At its September 2015 meeting, the Bureau of the International Pharmaceutical Federation (FIP) resolved to introduce a new award to be known as the “*Pharmacy Practice Improvement Programme Award*”.

Purpose of the award

The purpose of this award is to recognise a programme developed and run by a member organisation of FIP (or one of its chapters)¹ during the previous year aiming at improving (or expanding) pharmacy practice with some innovative vision on the pharmacist’s role.

The award will be presented every year at an annual FIP congress.

Criteria

A pharmacy practice improvement programme is a structured approach aiming at improving pharmacy practice in any setting (e.g. community pharmacy, hospital pharmacy...) through the strengthening of competencies of pharmacists and/or the provision of tools.

The main organiser of this programme must be a member organisation of FIP (or its chapters).

The programme must have been concluded (or assessed) no more than a year before the time of the nomination.

¹ Can be a provincial / state chapter, or a focused-group / association which is an integral part of an FIP member organisation.



Process

1. Nominations

Calls for nominations, accompanied by a list of former programmes having received the award, will be sent to all member organisations of FIP.

Nominations should be received by **1 February** of the year in which the award will be presented, and emailed to the FIP CEO: rachel@fip.org.

Each nomination should contain the following:

- a) A description of the programme in English, not exceeding two A4/letter pages;
- b) A statement of the reasons why this programme meets the selection criteria of the award, description under “2. Selection of Awardees” (in English, not exceeding two A4/letter pages);
- c) Name, postal address, email address and telephone number of the contact person at the member organisation;
- d) A copy (if possible electronic) of the main materials of the programme;
- e) An electronic copy of the report/evidence of the assessed impact of the programme (which may also include media reports).

A member organisation may nominate more than one programme.

All nominations will be acknowledged by the FIP Secretariat.

2. Selection of awardees

The FIP Executive Committee will serve as the selection committee.

Executive Committee members shall abstain from the selection procedure regarding any programme from their country.

The Executive Committee will review the nominations received based on the following criteria:

- The impact of the programme (ideally supported by evidence, for instance published in the media, a professional journal, or preferably, in a peer-reviewed journal), including the number of clients or patients having been impacted by the project.
- The level of innovation for this programme through:
 - o Its format
 - o Its comprehensiveness and articulation
- The wide participation of individual pharmacists
- The interest perceived in the public and policy makers through position letters or articles in the public press



- The support and engagement of stakeholders in the programme

The assessment will be exclusively based on the documentation provided through the nomination.

The FIP Executive Committee will forward its recommendation for the award to the Bureau.

The Bureau will make a decision on the recommendation of the Executive Committee at its **March** meeting. Thereafter, awardees will be notified of their successful nomination. All deliberations will be in private and the Executive Committee and Bureau will not disclose the reasons for an award being declined. Any attempt to canvas either members of the Executive committee or Bureau will disqualify the nomination. The Bureau's decision on all matters is final.

3. Granting the award

The winning programme will be recognised during the Opening Ceremony of the annual FIP congress, and the FIP CEO will present the award.

The award consists of a Certificate and a free registration to the FIP congress for a representative of the member organisation that developed and ran the campaign.

The awardee will also be offered the opportunity to present this awarded programme at a session during the FIP annual congress.

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