



**ASBMT Pharmacy Special Interest Group
Advocacy & Policy Working Committee
Fast Facts**

Purpose

The ASBMT Pharmacy Special Interest Group (SIG) Advocacy & Policy Working Committee will support the Steering Committee to **promote the value of the hematopoietic cell transplant (HCT) pharmacist** and to **develop policies to optimize medication therapy outcomes in the HCT patient population.**

Responsibilities

Develop Strategies	•To educate healthcare professionals and the public about the value of the HCT pharmacist
Collaborate with Colleagues	•To promote the contributions of the HCT pharmacist to research, education, and clinical service.
Develop Policies	•To draft position statements in response to therapeutic or public policy issues.
Communicate Issues	•To the Pharmacy SIG regarding advocacy and public policy
Inform Community	•Of legislative issues of interest to the HCT field that impact healthcare practitioners and/or patients

<u>Time Commitment</u>
Monthly calls lasting ≤ 1 hour
Variable project time of 4-8 hours/months

Duties

Develop Publications	•To promote the value of HCT pharmacists
Recognize Members	•For their contributions to the ASBMT Pharmacy SIG with annual letters to their direct supervisors
Create Resources	•Such as a directory of organizations of interest •For the purposes of patient education and advocacy
Implement System	•To identify and prioritize legislative issues of interest to healthcare providers and/or patients
Report Activities	•To Steering Committee •Via meeting minutes and preparation of annual reports

<u>Members</u>
Chair
Chair-elect
5 members
Policy Advisor
Communications Working Committee and Steering Committee liaisons



**ASBMT Pharmacy Special Interest Group
Communications Working Committee
Fast Facts**

Purpose

The ASBMT Pharmacy Special Interest Group (SIG) Communications Working Committee will support the Steering Committee to update the ASBMT Pharmacy SIG, ASBMT general membership, the pharmacy community and the public about ongoing activities within the SIG with regards to research, publications, educational and training opportunities, job opportunities, and networking events.

Responsibilities

Develop Methods	<ul style="list-style-type: none"> •To provide avenues of communication appropriate for the intended audience
Collaborate with Colleagues	<ul style="list-style-type: none"> •To promote and foster the contributions of HCT pharmacists in research, education and clinical service •To maintain and update the Pharmacy SIG website
Communicate Issues	<ul style="list-style-type: none"> •To both the Pharmacy SIG membership and leadership
Inform Members	<ul style="list-style-type: none"> •Of Pharmacy SIG accomplishments and activities via the SIG webpage, electronic newsletter, list serv, and other modes of communication •Of pertinent HCT literature through literature updates
Promote Practice	<ul style="list-style-type: none"> •Of HCT Pharmacy as a career

Time Commitment

Monthly or every other month calls lasting ≤ 1 hour

Variable project time of 2-4 hours per month

Duties

Develop Publications	<ul style="list-style-type: none"> •To inform the Pharmacy SIG of accomplishments and activities occurring within the SIG or within groups that can affect HCT Pharmacy Practice •To help keep members up to date on HCT-related publications in the literature •To facilitate recruitment of students and qualified pharmacists into HCT pharmacy practice
Maintain Resources	<ul style="list-style-type: none"> •To assist with the development and maintenance of the ASBMT Pharmacy SIG webpage •To maintain the HCT Pharmacy list serv
Report Activities	<ul style="list-style-type: none"> •To Steering Committee via monthly meeting minutes and preparation of annual reports

Members:

- Chair
- Chair-elect
- 7-8 voting members
- Advocacy Committee Liaison
- Education Committee Liaison
- Membership Committee Liaison
- Steering Committee Liaison



**ASBMT Pharmacy Special Interest Group
Education Working Committee
Fast Facts**

Purpose

The ASBMT Pharmacy Special Interest Group (SIG) Education Working Committee develops and/or provides educational offerings that will enhance the overall knowledge and skills of Hematopoietic Cell Transplant (HCT) pharmacists

Responsibilities

Assess Educational Needs	<ul style="list-style-type: none"> • Gather information about educational needs of SIG members in order to develop and facilitate programming 	<p><u>Time Commitment:</u></p> <p>Monthly or every other month calls lasting \leq 1 hour</p> <p>Variable project time of 4 – 8 hours per month</p>
Provide Education	<ul style="list-style-type: none"> • Provide educational programs for HCT pharmacists distinct from the annual BMT Pharmacists Conference 	
Procure Funding	<ul style="list-style-type: none"> • Procure funding to support educational offerings 	
Communicate	<ul style="list-style-type: none"> • Communicate with Pharmacy SIG Steering Committee regarding educational needs and efforts 	
Collaborate	<ul style="list-style-type: none"> • Collaborate with other Pharmacy SIG working committees on global initiatives such as the Pharmacy SIG webpage and newsletter 	

Duties

Assess Needs	<ul style="list-style-type: none"> • Review evaluations from previous educational offerings • Survey membership 	<p><u>Members:</u></p> <p>Chair</p> <p>Chair-Elect</p> <p>7 - 8 voting members</p> <p>Liaisons from: Steering Committee, Communications Working Committee, and ASBMT Education Committee</p>
Develop & Coordinate Programs	<ul style="list-style-type: none"> • Maintain and identify a list of writers and speakers • Review content and finalize program materials • Perform logistics for live meetings, such as identifying meeting locations & acquiring ACPE • Collaborate with other organizations for shared offerings 	
Procure Funding	<ul style="list-style-type: none"> • Maintain a list of potential funding sources • Submit grant applications 	
Report Activities	<ul style="list-style-type: none"> • To Steering Committee • Via monthly meeting minutes and preparation of annual reports 	



**ASBMT Pharmacy Special Interest Group
Membership & Awards Working Committee
Fast Facts**

Purpose

The ASBMT Pharmacy Special Interest Group (SIG) Membership & Awards Working Committee will support the Steering Committee in the **recruitment, retention, and recognition of ASBMT Pharmacy SIG members.**

Responsibilities

Develop Strategies	<ul style="list-style-type: none"> • To recruit new members to the Pharmacy SIG • To retain current members of the Pharmacy SIG 	<p><u>Time Commitment</u></p> <p>Monthly conference calls lasting ≤ 1 hour</p> <p>Variable project time of 2-4 hours per month</p>
Collaborate with Colleagues	<ul style="list-style-type: none"> • To promote active membership within the Pharmacy SIG 	
Communicate	<ul style="list-style-type: none"> • With Pharmacy SIG members regarding awards selection and membership retainment • With non-ASBMT members regarding the benefits of membership 	

Duties

Membership Recruitment	<ul style="list-style-type: none"> • Communicate with and send promotional materials to non-ASBMT Pharmacy SIG members who practice in HCT for potential ASBMT membership 	<p><u>Members:</u></p> <ul style="list-style-type: none"> • Chair • Chair-elect • 5-6 voting members • Communications Committee representative (voting member) • Steering Committee Liaison (if not one of above persons)
Membership Roster	<ul style="list-style-type: none"> • Develop and maintain an accurate roster of current Pharmacy SIG members 	
Awards	<ul style="list-style-type: none"> • Oversee the awards process for member recognition 	
Report Activities	<ul style="list-style-type: none"> • To Steering Committee via monthly meeting minutes and annual report 	



ASBMT Pharmacy Special Interest Group Program Planning Committee

Fast Facts

Time Commitment
Monthly calls ≤ 1 hour

Variable project time of
1- 4 hours/month

Members
- Chair
- Chair-Elect
- 7 to 8 voting members
- ACPE Provider/MedEd Company and steering committee liaison (non-voting)

Purpose

The purpose of the ASBMT Pharmacy Special Interest Group (SIG) Program Planning Committee is to develop the BMT Pharmacists Conference held at the annual Tandem BMT Meetings

Responsibilities

- Develop an Educational Program**
 - Develop an educational program to update and educate pharmacists and health care professionals regarding important aspects of hematopoietic stem cell transplant and the role of the pharmacist
- Develop and Maintain a Speaker Roster**
 - Maintain a roster of interested speakers for the BMT Pharmacists Conference
 - Maintain a roster of previous speakers
- Collaborate with Other Committees**
 - With Education Committee to avoid overlap of topics or speakers
 - With Research Committee to coordinate Best Pharmacy Abstracts session
- Communicate Issues**
 - Update and maintain matters pertaining to the BMT Pharmacists Conference to the Pharmacy SIG Steering Committee
- Inform Members**
 - Notify SIG members about dates for BMT Tandem Pharmacists Conference, offerings, and registration information

Duties

- Develop the BMT Pharmacists Conference**
 - Collect & analyze audience feedback regarding quality of the prior meeting
 - Conduct literature searches for hot topics
 - Survey target audience to determine interest or need in topics identified
 - Procure continuing education (CE) credit, including ACPE
- Identify/Communicate with Conference Speakers**
 - Identify appropriate speakers
 - Send out a call for speakers to solicit interest and invite speakers
 - Coordinate all speaker communications and required forms with CE provider/ medical communications company
- Review Presentation Materials**
 - Review slides and speaker conflicts of interest
- Develop Materials**
 - Develop electronic materials for attendees in coordination with CE provider and ASBMT personnel
- Report Activities**
 - To Steering Committee
 - Via monthly meeting minutes and preparation of annual reports



**ASBMT Pharmacy Special Interest Group
Research Working Committee
Fast Facts**

Purpose

The ASBMT Pharmacy Special Interest Group (SIG) Research Working Committee will support the Steering Committee to **promote research** among the members of the ASBMT Pharmacy SIG and for the field of hematopoietic cell transplantation (HCT).

Responsibilities

Develop Functional Infrastructure	<ul style="list-style-type: none"> To promote collaborative research within the Pharmacy SIG Facilitate the ASBMT Pharmacy SIG New Investigator Research Award program
Solicit Research Projects	<ul style="list-style-type: none"> Devise strategies to solicit and disseminate plausible research projects within the Pharmacy SIG Collaborate with other ASBMT SIG's to develop joint research efforts
Develop Funding	<ul style="list-style-type: none"> Identify funding for Pharmacy SIG research projects Develop a Pharmacy SIG foundation to provide independent funding for our members conducting research
Mentoring	<ul style="list-style-type: none"> Develop a research mentoring program to promote research to new Pharmacy SIG researchers Periodically coordinate a Fundamentals of Clinical Research Course
Meeting Support	<ul style="list-style-type: none"> Review pharmacy abstracts submitted to the Annual Tandem BMT meetings for Oral and Poster presentations

Time Commitment

Monthly calls lasting < 1 hour
Variable project time of 1-4 hours

Duties

Develop and Maintain Infrastructure	<ul style="list-style-type: none"> Develop and maintain policies, procedures, & guidelines for soliciting and disseminating HCT related research Review and approve all projects prior to Steering Committee and then support SIG dissemination
Support Members	<ul style="list-style-type: none"> Provide a review process to assist Pharmacy SIG investigators
Maintain Resources	<ul style="list-style-type: none"> Provide potential funding sources, protocol and medication templates, and directory of members interested in research to be utilized by members of the Pharmacy SIG
Abstract Review	<ul style="list-style-type: none"> Hold annual best abstract competition Review research submissions to the Annual Tandem BMT Meeting and select abstracts for Oral and Poster presentations Provide feedback to participants as needed
Report Activities	<ul style="list-style-type: none"> Provide monthly status report and annual report to the Steering Committee Update ASBMT Pharmacy SIG website with research activities

Members

- Chair
- Chair-elect
- 5-8 voting members
- Steering Committee Liaison (non-voting)