**Pharmacy Special Interest Group (SIG) - Advocacy & Policy Working Committee**

**Fast Facts**

**Purpose**

The ASBMT Pharmacy 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**

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

- Monthly calls lasting ≤ 1 hour
- Variable project time of 4-8 hours/months

**Duties**

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

- Chair, Chair-elect, Past-chair with 5 additional members
- Policy Advisor
- Steering Liaison
- Variable project time of 4-8 hours/months
**Pharmacy Special Interest Group (SIG) - 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**
- To provide avenues of communication appropriate for the intended audience

**Collaborate with Colleagues**
- 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**
- To both the Pharmacy SIG membership and leadership
- 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

**Inform Members**
- 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**
- Of HCT Pharmacy as a career

**Duties**

**Develop Publications**
- To assist with the development and maintenance of the ASBMT Pharmacy SIG webpage
- To maintain the HCT Pharmacy list serv

**Maintain Resources**
- 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

**Report Activities**
- To Steering Committee via monthly meeting minutes and preparation of annual reports

**Time Commitment**

Monthly or every other month calls lasting ≤ 1 hour

Variable project time of 2-4 hours per month

**Members:**
- Chair, Chair-elect, Past-chair with 7-8 additional voting members
- Advocacy Working Committee Liaison
- Education Working Committee Liaison
- Membership Working Committee Liaison
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
- Gather information about educational needs of SIG members in order to develop and facilitate programming

Provide Education
- Provide educational programs for HCT pharmacists distinct from the annual BMT Pharmacists Conference

Procure Funding
- Procure funding to support educational offerings

Communicate
- Communicate with Pharmacy SIG Steering Committee regarding educational needs and efforts

Collaborate
- Collaborate with other Pharmacy SIG working committees on global initiatives such as the Pharmacy SIG webpage and newsletter

Duties

Assess Needs
- Review evaluations from previous educational offerings
- Survey membership

Develop & Coordinate Programs
- 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
- Maintain a list of potential funding sources
- Submit grant applications

Report Activities
- To Steering Committee
- Via monthly meeting minutes and preparation of annual reports

Time Commitment:
- Monthly or every other month calls lasting ≤ 1 hour
- Variable project time of 4 – 8 hours per month

Members:
- Immediate Past-Chair, Chair, Chair-Elect with 7 - 8 additional Members
- Liaisons from:
  - ASBMT Pharmacy SIG Steering Committee
  - ASBMT Pharmacy SIG Education Committee

Liaisons from:
- ASBMT Pharmacy SIG Steering Committee
- ASBMT Pharmacy SIG Education Committee
Pharmacy Special Interest Group (SIG) – 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**
- To recruit new members to the Pharmacy SIG
- To retain current members of the Pharmacy SIG

**Collaborate with Colleagues**
- To promote active membership within the Pharmacy SIG

**Communicate**
- With Pharmacy SIG members regarding awards selection and membership retention
- With non-ASBMT members regarding the benefits of membership

**Time Commitment**
- Monthly conference calls lasting ≤ 1 hour
- Variable project time of 2-4 hours per month

**Duties**

**Membership Recruitment**
- Communicate with and send promotional materials to non-ASBMT Pharmacy SIG members who practice in HCT for potential ASBMT membership

**Membership Roster**
- Develop and maintain an accurate roster of current Pharmacy SIG members

**Awards**
- Oversee the awards process for member recognition

**Report Activities**
- To Steering Committee via monthly meeting minutes and annual report

**Members:**
Immediate Past Chair, Chair, Chair-elect, with 4 additional voting members
- Communications Committee representative (voting member)
- Steering Committee Liaison (if not one of above persons)
**ASBMT Pharmacy Special Interest Group (SIG) Program Planning Committee Fast Facts**

**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**

<table>
<thead>
<tr>
<th>Develop an Educational Program</th>
<th>• 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</th>
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</thead>
</table>
| 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/speakers  
• With Research Committee to coordinate Best Pharmacy Abstracts session |
| Communicate Issues | • Update and maintain matters pertaining to the BMT Pharmacists Conference and communicate 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 Pharmacist 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 education company |
| Review Presentation Materials | • Review slides and speaker conflict of interest |
| Develop Materials | • Develop electronic materials for attendees in coordination with CE provider and ASBMT personnel |
| Report Activities | • To Steering Committee  
• Via meeting minutes and preparation of annual reports |

**Time Commitment**

- Monthly calls lasting ≤ 1 hour
- Variable project time of 1 to 4 hours/months

**Members**

- 9 to 10 members including Chair, Chair-elect, Immediate Past chair)
- ACPE Provider/Med Ed Company (non-voting member)
Pharmacy Special Interest Group (SIG) - 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**
  - To promote collaborative research within the Pharmacy SIG
  - Maintain and develop the ASBMT Pharmacy SIG New Investigator Research Award program

- **Solicit Research Projects**
  - 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**
  - Identify independent funding for Pharmacy SIG research projects

- **Mentoring**
  - Develop programs to promote research to recent graduates and trainees focusing on research education and mentorship

- **Meeting Support**
  - 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

**Members**

Chair, Chair-elect, Immediate Past Chair with 5-8 additional voting members

- Steering Committee Liaison (non-voting)

**Duties**

- **Develop and Maintain Infrastructure**
  - 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**
  - Provide a review process to assist Pharmacy SIG investigators

- **Maintain Resources**
  - 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**
  - 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**
  - Provide monthly status report and annual report to the Steering Committee
  - Update ASBMT Pharmacy SIG website with research activities