



california **pharmacists** association

The Student Pharmacists' Guide to CPhA Policy & CPhA House of Delegates

Review the CPhA Policy Committee Reports – available at <https://cpa.com/governance/house-of-delegates/> The Policy Committee reports make recommendations for adopting, updating, or repealing Association Policy and Standards of Practice. If needed, review existing CPhA Policies and Standards of Practice, as well.

The CPhA Policy Manual contains over 100 policies ranging from emerging therapies, to public health, to environmental issues to professional education and curriculum. The Policy Manual also contains Standards of Practice which describe what is expected in current Pharmacy practice.

Discuss the Policy Committee Reports with your school's executive board and chapter members. Be ready to make recommendations at the Reference Committee hearing and the All Student Pharmacist Caucus meetings.

- 1) Attend the Opening Session of the House of Delegates** – hear the Annual Report of the Association. Find out how the Association has been working on your behalf.
- 2) Attend the Reference Committee hearing** – make your voice heard. Let the Reference Committee know what you and your delegation think about the policy and standards of practice proposals.
- 3) Attend the All Student Pharmacist Caucus meetings** – Review the Reference Committee Report to help the Student Delegates come to a consensus on the issues.
- 4) Attend the Final Session of the House of Delegates** – if you are a Delegate be ready to debate the issues and vote on Association Policy.

For information on the House of Delegates Bylaws, Standing Rules, Parliamentary Procedure or to download the Policy Committee Report, Amendment and New Business forms go to <https://cpa.com/governance/house-of-delegates/>

The Speaker and Speaker-elect of the House of Delegates as well as the Parliamentarian are available to you throughout the meeting to answer your questions.



Association Policy

Association policies codify the opinions and beliefs of our members. These policies are used to develop the Association's position on various issues and directs the Association's actions on legislation, regulations and any other issue that affect pharmacists and profession of pharmacy. The House of Delegates is the policy making body of CPhA.

Association Standards of Practice

Unlike policies, which are used to guide the Board of Trustees and staff on various issues affecting the profession, Standards of Practice describe what is expected in current Pharmacy practice. These standards are intended to guide pharmacists in fulfilling the responsibility of the profession. Standards of Practice are adopted by the House of Delegates.

New Business Items

The House of Delegates has a process to allow urgent and other proposals to be heard even though they were not submitted in time to be reviewed by a Policy Committee at its regular Fall meeting. These "items of new business" will be reviewed at the Reference Committee hearings if they are submitted prior to the Opening Session of the House of Delegates. Any other "items of new business" submitted after the Opening Session but prior to 4pm on the Saturday before the Final Session of the House will be heard in the final session without any committee recommendation.



The Policy/Standards of Practice Process

- Step 1** Throughout the year CPhA members identify issues important to the profession and practice of Pharmacy and forward these issues to their CPhA Officers, Trustees or association staff.
- Step 2** The proposals are then submitted to the appropriate Policy Committee, where they are discussed as potential policy statements during the Policy Committee meetings held in the Spring each year.
- Step 3** The Policy Committee reviews, debates and refines the policy/standards of practice and background statements, which are then sent to all Delegates prior to the House of Delegates as part of their Policy Committee Reports.
- Step 4** Prior to the House of Delegates, Delegates discuss the proposed policies/standards of practice within their respective CPhA-ASP Chapter and develop arguments for or against the proposed policies/standards of practice or suggestions for language changes to improve the proposals.
- Step 5** Delegates and Members present comments and any suggested changes to the proposed policies/standards of practice during the Reference Committee hearings.
- Step 6** After the Reference Committee hearings, the Reference Committee meets separately in executive session to discuss the comments received and any amendment language proposed for the policies/standards of practice. The committees then present their recommendations in their Reference Committee Reports.
- Step 7** Prior to the final session of the House of Delegates, Delegates meet with their constituents to review and discuss the Reference Committees reports in order to determine their position on each of the proposals.
- Step 8** During the Final Session of the House of Delegates, Delegates vote to adopt or reject the recommendations made by the Reference Committee. Adopted policies/standards of practice become an official part of the CPhA Policy Manual. Some proposals may be referred back to the Policy Committees or Board of Trustees for further consideration. Other policies/standards of practice may be repealed as part of the Policy Committee review process.
- Step 9** The Board of Trustees then meets to review and prioritize Association policies and act upon them.