

POSITION STATEMENTS

POLICY: The South Dakota Society of Health-System Pharmacists (SDSHP) shall issue position statements upon the recommendation of the Board of Directors and approval by the active membership. A position statement is defined as a declaration by SDSHP of its stance or opinion on an individual subject consistent with the mission of the organization.

PROCEDURE:

1. Active SDSHP members may recommend individual subjects for consideration as an SDSHP position statement.
2. The SDSHP Board of Directors shall determine if the proposed individual subject is an appropriate subject for a SDSHP position statement as outlined in the policy.
3. The SDSHP Board of Directors may delegate the responsibility of researching background information and developing recommendations for a SDSHP position statement to the appropriate committee, council or task force.
4. The committee/council/task force recommendations for the SDSHP position statement, along with supporting background information, shall be presented to the SDSHP Board of Directors for majority approval.
5. The SDSHP active membership shall be informed of the background information and recommended position statement and shall have the opportunity to provide feedback to the SDSHP Board. Information on the position statement shall be disseminated to the active membership by one or multiple methods to include: discussion at the annual business meeting, in official SDSHP communications, as an informational mailing to individual active members, or as discussion at the affiliated chapter meetings. The method for information dissemination will be determined by the Board of Directors based on the individual subject and the necessary timetable.
6. SDSHP position statements shall be distributed as deemed appropriate by the SDSHP Board of Directors and shall not be reproduced without the prior authorization of the SDSHP Board of Directors.

POSITION STATEMENT FORMAT

1. All SDSHP written position statements shall be typewritten on SDSHP letterhead with the organization identification centered on the top of the page:

**South Dakota Society of Health-System Pharmacists
Position Statement**

2. Centered directly below the identification shall be the title of the position statement, in boldface, capital letters.

3. The position statement shall include the following categories: DEFINITION, PURPOSE, BACKGROUND, and the actual position statement. Each of the three first categories shall be preceded by the category name (in capital letters) and a colon.
4. The categories shall include the following information:
 - a. DEFINITION: the SDSHP definition of any words or phrases which need clarification. Defined words or phrases may be underlined for emphasis.
 - b. PURPOSE: the purpose of this document, which will usually begin with the phrase “The purpose of this document is to state the position of the South Dakota Society of Health-System Pharmacists (SDSHP) on (title of statement)”.
 - c. BACKGROUND: the information which briefly outlines the thought process utilized by the organization to develop the position statement.
5. The actual position statement shall be on a separate page, with the title of that page (in boldface, capital letters) to read: “SDSHP’s POSITION ON (title of position statement)”.
6. The date and names of SDSHP representatives whom developed the approved position statement shall be included at the bottom of the document.

Developed by: D. Sisson 09/2001

Approved by: SDSHP Board of Directors 03/2003

Revised/Approved: SDSHP Board of Directors 11/14/05

Reviewed and Revised: J. Opperman, J Kappes 1/2012

Approved by: SDSHP Board of Directors 3/7/2012

Reviewed and Revised: R. Hammerquist 7/16, T Hellwig 7/2016