

European Hospital Pharmacy CTF Steering Committee

Person specification

Following a [meeting on 10th November](#) with 6 EU hospital pharmacy specialisation countries, EAHP is constructing a formal Steering Committee to oversee the project to form a common training framework for hospital pharmacy specialisation in Europe. It now calls on those 6 countries, plus the Czech Republic, to submit nominations of one individual to be their representative on the Committee by a deadline of 1700 CET on Tuesday 23rd December 2014.

Below are some points on person specification and accountability related to holding position on the Steering Committee.

Person Specification

1. Ability and commitment to contribute verbally and in writing to the work of the Steering Committee (the working language of the Committee will be English)
2. Possess obvious professional background and experience in the area of hospital pharmacy education provision in the country represented
3. Have sufficient time, and backing and support from relevant EAHP member organisation to be a committed and active CTF Steering Committee member

In relation to the above, the representative may be a practicing hospital pharmacist, an individual primarily engaged in hospital pharmacy education provision, or an individual associated with hospital pharmacy qualification recognition (e.g. as part of a competent authority for qualification recognition).

In relation to time, the representative should have capacity to make a minimum of three hours per month available to the project if required.

Accountability

The European Hospital Pharmacy CTF Steering Committee members are expected to:

- make all reasonable efforts to attend any physical meetings of the Steering Committee (maximum of 3 expected per year) as well as teleconferences;
- be responsive to emails from the EAHP secretariat, Committee chair and other Committee members;
- assist in any information gathering exercises or other research requests, within requested timescales;
- clearly inform in advance for those occasions when attendance at meetings, participation in teleconferences or on-time responses to email requests will not be possible;
- liaise closely and regularly with the EAHP member association they represent, and other relevant national stakeholders, to ensure information about the Steering Committee's work is conducted in a transparent and open manner from the national perspective; and,
- serve the Steering Committee for a minimum period of one year, although ideally to project completion. Where it is necessary to stand down from the Committee, the member should make good arrangements for the careful transition of representation in order to ensure the project's continuity.

EAHP regrets that no payment for individual time incurred in serving the Committee is available at this time.

However travel and accommodation costs associated with attending Steering Committee meetings can be reimbursed in liaison with the EAHP secretariat.