

10.00 NETWORKS

NETWORKS

10.01 Establishing ICHP Networks

Any group of members may petition the ICHP Board of Directors to form a new Network focusing on a specific interest of that group. Upon approval of the Board of Directors, the group shall begin as Network with an initial Chair, appointed by the ICHP President and approved by the Board of Directors. A Vice Chair which ascends to the Chair should also be appointed each year in the same manner.

Any member of ICHP shall be allowed to join any Network of their choice.

10.02 Templates for New Networks

The below template can act as a framework when creating a charter and new network for ICHP for the Responsibilities and Position Description for the Chair.

Responsibilities [Template]:

1. Create statewide networking opportunities for *[insert network audience]*
2. Encourage participation in ICHP activities such as committees and meetings.

Other Responsibilities could include but are not limited to:

3. Create and maintain a forum for *[insert network audience]* members within Illinois to *[insert topic/goal for network]*
4. Provides *[ideas/communications/benefits]* to *[audience for network]* OR for *[goal of network]*
5. Propose or create programming and communications related to *[insert topic/goal for network]*

Position Description – Chair [Template]:

1. Serves as an ex officio member of the ICHP Board of Directors, unless your network has been approved for voting.
2. Coordinates activities of *[Insert Network Name]*.
3. Reports on activities of the *[Insert Network Name]* to the Board of Directors.
4. Prepares an annual report of the activities of the *[Insert Network Name]* for the Board of Directors.
5. Brings to the attention of the Board “Votes to recommend” from the *[Insert Network Name]*.
6. Accepts assignments from the Board of Directors on a specific matter of consideration.
7. Obtains approval of the Board of Directors prior to representing themselves as acting on behalf of the Council or securing funds from sources outside the Council.
8. Obtains approval of the Board of Directors prior to spending funds of the Council on *[Insert Network Name]* activities.
9. Complies with Chapter 10.0 of the ICHP Policy and Procedure Manual “Performance Requirements for Board Members, Officers, and other ICHP Representatives”.
10. Conducts an annual roster review of the core network and provides names of members to add or delete from the roster for the coming year to the ICHP President

*other position descriptions welcomed

10.03 New Practitioners Network

10.03.01 Responsibilities of the New Practitioners Network

1. Provide communications and benefits to ICHP’s new practitioner members.
2. Create opportunities for new practitioners to participate in ICHP divisions and committees.
3. Establish practice, social and community service activities for ICHP’s new practitioner members.

4. Represent the new practitioner members of ICHP at the Board of Directors bringing concerns and issues for discussion and action.
5. Create statewide networking opportunities for ICHP's new practitioners.
6. Solicit input from ICHP's new practitioner members for future educational programming at statewide meetings and online webinars.

10.03.02 Position Description – Chair, New Practitioners Network

1. Serves as a voting member of the ICHP Board of Directors.
2. Coordinates activities of the New Practitioners Network and its subcommittees.
3. Reports activities of the New Practitioner Network to the Board of Directors.
4. Brings to the attention of the Board "Votes to recommend" from the New Practitioner Network executive board.
5. Accepts assignments from the Board of Directors on a specific matter of consideration.
6. Obtains approval of the Board of Directors prior to representing themselves as acting on behalf of the Council or securing funds from sources outside the Council.
7. Obtains approval of the Board of Directors prior to spending funds of the Council on New Practitioners Network activities.
8. Prepares an annual budget for the New Practitioners Network and submits it to the Treasurer and Executive Vice President.
9. Complies with Chapter 11.0 of the ICHP Policy and Procedure Manual "Performance Requirements for Board Members, Officers, and other ICHP Representatives".
10. Provide immediate assignments and mentors for new network volunteers.
11. Conducts an annual roster review of the network and provides names of members to add or delete from the roster for the coming year.
12. Fills vacancies on the network executive board as needed.

10.04 Pharmacy Technician Network

10.04.01 Responsibilities

1. Provides communications on activities and benefits to ICHP's pharmacy technician members.
2. Seeks to increase pharmacy technician involvement and visibility within ICHP, its local affiliates, and ASHP.
3. Recruits pharmacy technicians to participate in the ICHP divisions, committees as well as the Spring and Annual meetings.
4. Establishes practice, social and community service activities for ICHP's pharmacy technician members.
5. Creates statewide networking opportunities for ICHP's pharmacy technician members.
6. Establishes a platform for support and mentorship to pharmacy technicians.
7. Identifies opportunities for enhanced professional development to assist pharmacy technicians with career development.

10.04.02 Position Description – Chair

1. The Technician Representative already serves as a voting member of the ICHP Board of Directors
2. Coordinates activities of the PTN, its subcommittees, and all technician members.
3. Reports activities and prepares an annual report of the PTN to the Board of Directors.
4. Brings to the attention of the Board "Votes to recommend" from the PTN executive board.
5. Accepts assignments from the Board of Directors on a specific matter of consideration.
6. Obtains approval of the Board of Directors prior to representing themselves as acting on behalf of the Council or securing funds from sources outside the Council.
7. Obtains approval of the Board of Directors prior to spending funds of the Council on Technician related activities.
8. Prepares an annual budget for the PTN and submits it to the Treasurer and Executive Vice President.

9. Complies with Chapter 11.0 of the ICHP Policy and Procedure Manual “Performance Requirements for Board Members, Officers, and other ICHP Representatives”.
10. Provide immediate assignments and mentors for pharmacy technician volunteers.
11. Conducts an annual roster review of the core network and provides names of members to add or delete from the roster for the coming year.

10.05 Ambulatory Care Network

10.05.01 Responsibilities

1. Provide communications and benefits to ICHP’s ambulatory care members.
2. Participate in ICHP divisions and committees.
3. Establish practice, social and community service activities for ICHP’s ambulatory care members.
4. Create statewide networking opportunities for ICHP’s ambulatory care practitioners.

10.05.02 Position Description – Chair

1. Serves as an ex officio of the ICHP Board of Directors.
2. Coordinates activities of the Ambulatory Care Network and its subcommittees.
3. Reports activities of the Ambulatory Care Network to the Board of Directors.
4. Prepares an annual report of the activities of the Ambulatory Network for the House of Delegates.
5. Brings to the attention of the Board “Votes to recommend” from the Ambulatory Care Network executive board.
6. Accepts assignments from the Board of Directors and House of Delegates on a specific matter of consideration.
7. Obtains approval of the Board of Directors prior to representing themselves as acting on behalf of the Council or securing funds from sources outside the Council.

10.06 Pharmacy Directors Network

10.06.01 Responsibilities of the Pharmacy Directors Network

1. Provide a networking platform for ICHP’s pharmacy director members to share ideas, identify practice issues, facilitate improved state statutes and regulations relating to onsite institutional pharmacy practice, and generally improve health-system pharmacy practice.
2. Provide communications to ICHP’s pharmacy director members relating to updates in legislation and regulation of pharmacy practice at the State and Federal level.
3. Solicit input from ICHP’s pharmacy director members for future educational programming at statewide meetings and online webinars.

10.07 Pharmacy Informatics and Technology Network

10.07.01 Responsibilities

1. Provide guidance on pharmacy informatics and technology issues and topics to ICHP members, divisions, and committees.
2. Create statewide networking opportunities for ICHP members who utilize informatics and technology in their daily work activities.
3. Interface with pharmacy schools and technician training programs to discuss opportunities within Pharmacy Informatics and Technology for pharmacists and pharmacy technicians.
4. Interface with technology vendors in order to facilitate improved dissemination of new product or service information.
5. Perform periodic assessments and gap analyses of pharmacy informatics and technology in the state of Illinois.

6. Create Informatics and Technology programming for our members.

10.07.02 Position Description – Chair

1. Serves as an ex officio of the ICHP Board of Directors.
2. Coordinates activities of the Pharmacy Informatics and Technology Network and its subcommittees.
3. Reports activities of the Pharmacy Informatics and Technology Network to the Board of Directors.
4. Prepares an annual report of the activities of the PIT Network.
5. Brings to the attention of the Board “Votes to recommend” from the PIT Network.
6. Accepts assignments from the Board of Directors on a specific matter of consideration.
7. Obtains approval of the Board of Directors prior to representing themselves as acting on behalf of the Council or securing funds from sources outside the Council.
8. Obtains approval of the Board of Directors prior to spending funds of the Council on PIT Network activities.
9. Prepares an annual budget for the PIT Network and submits it to the Treasurer and Executive Vice President.
10. Complies with Chapter 10.0 of the ICHP Policy and Procedure Manual “Performance Requirements for Board Members, Officers, and other ICHP Representatives”.
11. Provide assignments for Informatics and Technology volunteers for the PIT Network.
12. Conducts an annual roster review of the core network and provides names of members to add or delete from the roster for the coming year.

10.08 Pharmacy Leaders Action Network

10.08.01 Responsibilities

1. Create and maintain a forum for Pharmacy Leaders Action Network members and leaders within Illinois to pose questions and offer solutions to pharmacy practice issues.
2. Provides ideas to solve clinical and operational challenges within pharmacy.
3. Create statewide networking opportunities for Pharmacy Leaders Action Network and ICHP members.
4. Encourage participation in ICHP activities such as committees and meetings.
5. Propose or create programming and communications related to current pharmacy practice issues, solutions, and lessons learned for our members.

10.08.02 Position Description – Chair

1. Serves as an ex officio member of the ICHP Board of Directors.
2. Coordinates activities of Pharmacy Leaders Action Network.
3. Reports on activities of the Pharmacy Leaders Action Network to the Board of Directors.
4. Prepares an annual report of the activities of the Pharmacy Leaders Action Network for the Board of Directors.
5. Brings to the attention of the Board “Votes to recommend” from the Pharmacy Leaders Action Network.
6. Accepts assignments from the Board of Directors on a specific matter of consideration.
7. Obtains approval of the Board of Directors prior to representing themselves as acting on behalf of the Council or securing funds from sources outside the Council.
8. Obtains approval of the Board of Directors prior to spending funds of the Council on Pharmacy Leaders Action Network activities.
9. Complies with Chapter 10.0 of the ICHP Policy and Procedure Manual “Performance Requirements for Board Members, Officers, and other ICHP Representatives”.
10. Conducts an annual roster review of the core network and provides names of members to add or delete from the roster for the coming year to the ICHP President

10.09 Residency Leader Network

Last Reviewed May 2025

Approved by Board of Directors May 2025

10.09.01 Responsibilities

1. Set up listserv (or another forum) for residency directors and residency coordinators within Illinois to pose questions and offer solutions for residency training and/or accreditation issues.
2. Encourage participation in ICHP activities such as committee participation and meetings attendance.
3. Work with ICHP meeting planning committee and/or the ICHP Educational Affairs Division to create preceptor development programming and recruit speakers that will meet ASHP accreditation requirements.
4. Coordinate informal gatherings throughout the year for mentoring residency directors, residency coordinators, and/or preceptors
5. Work with ICHP student school chapters in Illinois to provide information on residency training.
6. Increase awareness of ICHP among residency directors and residency coordinators and consequently new residents each year.

10.09.02 Position Description – Chair

1. Serves as an ex officio of the ICHP Board of Directors.
2. Coordinates activities of the Residency Leaders Network and its subcommittees.
3. Reports activities of the Residency Leaders Network to the Board of Directors.
4. Prepares an annual report of the activities of the Residency Leaders Network.
5. Brings to the attention of the Board “Votes to recommend” from the Residency Leaders Network executive board.
6. Accepts assignments from the Board of Directors on a specific matter of consideration.
7. Obtains approval of the Board of Directors prior to representing themselves as acting on behalf of the Council or securing funds from sources outside the Council.
8. Obtains approval of the Board of Directors prior to spending funds of the Council on Residency Leaders Network activities.
9. Prepares an annual budget for the Residency Leaders Network and submits it to the Treasurer and Executive Vice President.
10. Complies with Chapter 10.0 of the ICHP Policy and Procedure Manual “Performance Requirements for Board Members, Officers, and other ICHP Representatives”.
11. Provides assignments for residency director/coordinator volunteers.
12. Conducts an annual roster review of the network and provides names of members to add or delete from the roster for the coming year.

10.10 Specialty Pharmacy Network

10.10.01 Responsibilities

1. Provide communications and benefits to ICHP’s specialty pharmacy workforce members.
2. Participate in ICHP divisions and committees.
3. Establish practice, social and community service activities for ICHP’s Specialty Pharmacy Network.
4. Create statewide networking opportunities for ICHP’s Specialty Pharmacy Network

10.10.02 Position Description – Chair

1. Serves as an ex officio member of the ICHP Board of Directors.
2. Coordinates activities of the Specialty Pharmacy Network
3. Reports on activities of the Specialty Pharmacy Network to the Board of Directors.
4. Prepares an annual report of the activities of the Specialty Pharmacy Network for the Board of Directors.
5. Brings to the attention of the Board “Votes to recommend” from the Specialty Pharmacy Network.
6. Accepts assignments from the Board of Directors on a specific matter of consideration.

7. Obtains approval of the Board of Directors prior to representing themselves as acting on behalf of the Council or securing funds from sources outside the Council.
8. Obtains approval of the Board of Directors prior to spending funds of the Council on Specialty Pharmacy Network activities.
9. Prepares an annual budget for the Specialty Pharmacy Network and submits it to the Treasurer and Executive Vice President.
10. Provide immediate assignments and mentors for Specialty Pharmacy Network volunteers.
11. Conducts an annual roster review of the core network and provides names of members to add or delete from the roster for the coming year to the ICHP President.