



## Technician Committee Policies and Procedures

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## Technician Committee Policies and Procedures Annual Review

**POLICY:**


USHP annually reviews and provides documentation of review of the Technician Committee Policies and Procedures.

**PROCEDURES:**

- 1) Director-at-Large Technician presents the Technician Committee Policies and Procedures for review annually to the Board.
- 2) Presentation will include a description of any changes to policies and procedures since the previous approval.
- 3) Name, Signature, and Date of the USHP President, USHP Director-at-Large Technician, and a USHP board Member will be the documentation of the review.
- 4) Director-at-Large Technician is responsible for making any requested changes to policy and procedures by the Board.

Year	Title	Name	Signature	Date
2019	USHP President			
	USHP Technician Director			
	USHP Board Member			
2020	USHP President			
	USHP Technician Director			
	USHP Board Member			
2021	USHP President			
	USHP Technician Director			
	USHP Board Member			
2022	USHP President			
	USHP Technician Director			
	USHP Board Member			

Revision Summary		
Date	Reviser Name	Summary

	<b>Prepared by:</b>	Tricia Johnson & Zach Tolman
	<b>Board Approval Date:</b>	
	<b>Effective Date:</b>	
	<b>Revision Date(s):</b>	
<b>Subject: General Information</b>		


**POLICY:**

The Technician Committee is responsible to promote issues related to pharmacy technicians in USHP, as well as promoting greater use and awareness of pharmacy technicians’ skills. As appropriate, the Technician Committee will assign committee members to liaise with other standing committees. The Board Liaison for the Committee shall appoint and work closely with the Committee Chair in promoting technicians issues to the USHP board.

**PROCEDURES:**

- 1) The Technician Committee will meet at least quarterly, as scheduled by the committee co-chairs during their appointed term.
- 2) The Technician Committee will work with the Executive Committee to maintain compliance with the PTCB State Associate Agreement, which includes:
  - a. Participating in quarterly conference calls with PTCB staff.
  - b. Distribution of membership content supplied by PTCB twice annually.
  - c. Providing content up to twice annually for PTCB email to all PTCB certified technicians in Utah.
  - d. Planning appropriate use of compensation amounts paid to USHP through the PTCB State Associate Agreement.
- 3) The Technician Committee will work with USHP’s Webmaster and the Board to provide appropriate content for USHP’s website.

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	<b>Prepared by:</b>	Tricia Johnson & Zach Tolman
	<b>Board Approval Date:</b>	
	<b>Effective Date:</b>	
	<b>Revision Date(s):</b>	
<b>Subject: Roles and Responsibilities</b>		

**POLICY:**

The Technician Committee is responsible to promote issues related to pharmacy technicians in USHP, as well as promoting greater use and awareness of pharmacy technician’s skills. As appropriate, the Technician Committee will assign committee members to liaise with other standing committees. The Board Liaison for the Committee shall appoint and work closely with the Committee Chair in promoting technicians issues to the USHP board.

**PROCEDURES:**

**Director-at-Large Technician (aka. Director for Technicians and Board Liaison)**

- 1) Utah Society of Health-System Pharmacists members will appoint an individual as Director-at-Large Technician.
- 2) The Director-at-Large Technician’s appointment will be made by majority rule during the voting for USHP leadership.
- 3) The Director-at-Large Technician is a Board of Directors Member.
- 4) The Director-at-Large Technician’s term is a 2-year commitment.
- 5) In the event that an individual is not appointed as Director-at-Large Technician during the voting period, the board will decide by majority vote for an individual to be solely the Director-at-Large Technician or have a dual appointment.
- 6) The role of the Director-at-Large Technician is to serve as a member of the Board of Directors of USHP and assume responsibility as a liaison to the active member Technicians. Responsibilities include, but are not limited to:
  - a. Attend all USHP Technician Committee and Board meetings. If unable to attend a meeting, appoint a replacement attendee.
  - b. Facilitate communication between the Technician Committee and the Board.
  - c. Serve as a resource for other Technician Committee members.
  - d. Assist in finding new technician members to serve on the Technician Committee.

**Technician Committee Chairs**


- 1) The USHP Director-at-Large Technician will appoint an individual as Technician Committee Chair.
- 2) Technician Committee Chair appointments for the next term will be made at the last committee meeting that precedes the USHP Annual Meeting.
- 3) Each Committee Chair’s term is a two-year commitment.
- 4) Junior Co-Chairs will be appointed annually to serve a two-year term. During the second year, the Junior Co-Chair will assume the position of Senior Co-Chair

- 5) Should a Committee Chair become unable to perform the duties of their office, the Director-at-Large Technician will make a new appointment.
  
- 6) The responsibilities of the Senior Co-Chair include, but are not limited to:
  - a. Facilitate and lead Technician Committee meetings.
  - b. Schedule and organize Technician Committee meetings in collaboration with the Junior Co-Chair and the Technician Director-at-Large.
  - c. Manage the Technician Committee’s funds and budget throughout the year
  - d. Work with local technician educational programs to promote USHP membership.
  - e. Review and update Technician Committee policies and procedures annually with the Junior Co-Chair and the Technician Director-at-Large.
  - f. Assist in finding new technician members to serve on the Technician Committee.
  
- 7) The responsibilities of the Junior Co-Chair include, but are not limited to:
  - a. Attend Technician Committee meetings.
  - b. Create agendas for Technician Committee meetings. Work with USHP’s Webmaster to post meeting information and agenda to USHP’s website.
  - c. Notify Technician Committee members of meetings and send out reminders.
  - d. Take minutes at Technician Committee meetings. Review minutes with Senior Co-Chair and work with USHP’s Webmaster to post minutes to USHP’s website.
  - e. Facilitate and lead Technician Committee meetings should the Senior Co-Chair be unable to attend.
  - f. Assist in finding new technician members to serve on the Technician Committee.

**Technician Committee Members**

- 1) USHP Technician Committee members are asked to liaise with other USHP Committees, referred to hereafter as “alternate committees”. Liaising Technician Committee members are asked to:
  - a. Attend meetings for the alternate committees they represent.
  - b. Report alternate committee updates to the Technician Committee Co-Chairs and the Director-at-Large Technician.
  - c. Promote pharmacy technician interests to the alternate committees.
  - d. Work to support and further the missions and goals of alternate committees.

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	<b>Board Approval Date:</b>	
	<b>Effective Date:</b>	
	<b>Revision Date(s):</b>	
<b>Subject: Budget</b>		


**Policy:**

The technician committee’s annual budget is prepared and approved annually. The budget is prepared by the Treasurer. The budget is to be approved by the Board prior to the start of each fiscal year. The budget is revised during the year only if approved by the Board.

**PROCEDURES:**

- 1) The Treasurer will ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
- 2) The Director-at-Large Technician will present any proposed budget changes to the Treasurer and the Board prior to the end of the fiscal year, ideally 2 months prior to the end of the fiscal year (in May) so any changes can be worked on and then voted on during the last Board meeting of the fiscal year (June).
- 3) The Board will review and approve the Technician Committee’s budget at its last meeting prior to the start of the fiscal year.
- 4) The Technician Committee will collaborate with the Board to plan usage of compensation funds received through the PTCB State Associate Agreement to benefit pharmacy technicians in Utah and advance the purposes of the Technician Committee.

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	<b>Prepared by:</b>	Tricia Johnson & Zach Tolman
	<b>Board Approval Date:</b>	
	<b>Effective Date:</b>	
	<b>Revision Date(s):</b>	
<b>Subject: Invoices, Bills, and Receipts</b>		

**POLICY:**

All invoices, bills, and receipts submitted for payment/reimbursement must be accompanied with expense form and given to the Treasurer for review. Approved payments and reimbursements will be paid within 30 days of receipt.

**PROCEDURES:**

- 1) Invoices, bills, and receipts for reimbursements will be opened by and reviewed by the Treasurer. They may be submitted to the Treasurer by a USHP member if he or she is responsible for the expense that generated the invoice, bill, or receipt.
- 2) Prior to payment being issued, an additional executive board member must approve the expense by reviewing the documentation provided by the Treasurer and signing the Expense Form.
- 3) Payments will be issued by a check or assigned Debit Card transaction.
- 4) Each expense will be designated to an assigned budget and an amount deducted from the budget. If an expense exceeds the proposed budget, the Board will be notified and a proposal to amend the budget may be requested and approved.
- 5) Executive Board members have the authority to decline a proposed invoice or bill.
- 6) A copy of all invoices, bills, and receipts for reimbursements will be filed along with the accompanied expense form. It will also be submitted online into Executive Board Member Dropbox.

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