



## Medication Safety Research Network of Indiana (Rx-SafeNet)

### Advisory Board Policy

#### **Purpose of the Rx-SafeNet Advisory Board**

To provide Rx-SafeNet leadership with guidance on the overall conduct of the Network, including the development of the Network structure, project approval process, Network policies and procedures, membership benefits, and others, and to provide advice on issues that arise throughout member recruitment and project initiation.

#### **Advisory Board Appointments**

All advisory board members will be invited and appointed by the Network Director. Service terms are for one year (general members) or two years (for Chair-Elect/Chair) beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of each year.

The Chair will be appointed by the Network Director and will serve two years. At the beginning of the Chair's second year, a Chair-Elect will be selected (via Advisory Board vote) and this individual will transition to the Chair position at the end of the Chair's term.

Nominations of potential advisory board members should be submitted to the Chair by May 15<sup>th</sup> of each year. Self-nominations are accepted.

#### **General expectations of the Rx-SafeNet Advisory Board**

- A minimum of one year commitment to serving Rx-SafeNet
- Attend quarterly Advisory Board Meetings
- Review draft documents (e.g., network policies) as needed and provide comments
- Share expertise from working with other PBRNs (if applicable)
- Assist with Rx-SafeNet strategic planning

#### **Composition of the Rx-SafeNet Advisory Board**

The Advisory Board will consist of approximately 8-12 individuals and should include at least one Purdue University College of Pharmacy, Department of Pharmacy Practice faculty member, at least one member representing another Indiana CTSI institution, and at least one practicing community pharmacist.