

Guidelines for NZHPA Special Interest Networks (SINs)

Introduction

SINs are national groups consisting of NZHPA pharmacist and technician members with a common interest in a specific practice area. Like SIGs, they function under the guidance of the NZHPA Executive Committee but are less formal in their set up. The focus is on providing individuals with an opportunity to develop their practice through connecting with others.

Purpose

- To promote connections between individuals with an interest or expertise in a specific practice area
- To facilitate the sharing of resources between individuals
- To provide a communication channel for queries and general discussion on practice matters.
- To act as a source of expert commentary for practice area specific issues in liaison with the NZHPA Exec
- To work with the NZHPA Training and Development Officer to support education and training of NZHPA members in general

Format

The networks will be run via an email chat group and / or a phone app group to be set up by the Network Co-ordinators. In the future, the NZHPA website may be able to support the network through on-line forums

Each SIN must have at least two, and up to a maximum of three, named Network Co-ordinators. Their responsibilities include

- Leading and co-ordinating group activities
- Adding new members to the communication group
- Moderating any electronic discussion forums e.g. email chat groups, text message apps
- Being the contact point between the group and the NZHPA Exec and the NZHPA Administrator

There is no requirement for a committee.

Governance

The SINs are subgroups of NZHPA and therefore will conduct themselves in accordance with general rules of NZHPA.

Any external communication by the SINs should be notified to NZHPA Executive. This can be in the form of a copy of the correspondence to the NZHPA Training & Development Officer or President.

Process for setting up a SIN

Any NZHPA member can apply to the Exec to set up a SIN using the approved application form (available on the website or email nzhpa@psnz.org.nz) as long as the minimum criteria are met

- There are two named Network Co-ordinators who are willing to accept the responsibilities described above

Once approval has been obtained, NZHPA will inform members of the new SIN via email, and via the newsletter.

Members wanting to join the SIN will be asked to email their interest to the NZHPA Administrator who will add them to the membership list and forward their details to the Network Co-ordinators.

Network Co-ordinators are responsible for adding new SIN members to their communication group.

Membership

SIN's are open to all NZHPA members FREE of charge.

Members are expected to be active participants in the Network, sharing their knowledge and experience and contributing to discussions to support colleagues.

Joining a SIN

- A list of current SINs will be included in the NZHPA annual subscription form and application form. Members can indicate which SINs they wish to join. The NZHPA Administrator will collate this information and forward an updated membership list to the Network Co-ordinators each year.
- New SINs will be advertised via NZHPA membership email and the newsletter as described above. The NZHPA Administrator will add them to the membership list and forward their details to the Network Co-ordinators