Connecting a World of Pharmaceutical Knowledge

PCC Recertification Committee Member Position Description

Updated on 05 Jan 2012

Professional Certification Commission Recertification Committee (PCC-RC):

The Recertification Committee (R**C**) is charged with assisting the Professional Certification Commission (**PCC**) by developing, implementing and monitoring fair and defensible Recertification requirements for the CPIP™ credential and recommending these requirements to the PCC.

Responsibilities of this Position:

- The RC advises the PCC about any revisions to be made to the CPIP Recertification requirements and the process to determine Recertification.
- Recommend a process for reviewing/approving/denying candidate Recertification applications.
- Provide input to the **Program Administrator** in the development of procedures for the processing of CPIP Recertification applications.
- Provide guidance, when requested, to the Administrator and the PCC in determining Recertification in atypical cases.

Skills/Experience Requirements for this Position:

Committee Members must have a basic understanding of the CPIP™ Credential (visit: **www.ispe-pcc.org**), and be seasoned Industry professionals (> 8 years industry experience). **CPIP certified individuals are particularly encouraged to apply.**

To Join: Submit a current CV (WORD document) to Michael Phelan, Director Professional Certification **mphelan@ispe.org** . Request to serve will be submitted to Committee Chair for Review and approval.

Length of Service: May serve 2 TERMS OF 2 YEARS each.

Resource Requirements

Provided by ISPE staff or volunteers: Staff project Manager

Expected from the volunteer (or his/her employer): Funding for travel expenses to attend meetings; time to participate in conference calls and Committee projects during regular business hours.

Meeting Schedule:

Meets in person two times per year in the U.S.A. during a June ISPE meeting and at the ISPE Annual Meeting. **Quarterly conference** calls are held throughout the year, with occaissional additional conference calls or project assignments.

Attendance Requirement:

Must attend a minimum of 75% of the meetings and conference calls throughout the year.

Volunteer Expectations

- ✓ *Actively participate in meetings*
- ✓ *Read materials and come prepared to each meeting*
- ✓ *Listen to people and ideas*
- ✓ *Become knowledgeable of the Society's policies and procedures*
- ✓ *Complete assignments on time*
- ✓ *Respond to communications in a timely manner*
- ✓ *Develop a good relationship with Staff*
- ✓ *Respect confidentiality*
- ✓ *Fully support all decisions of the Board and Committee*
- ✓ *Always act in the best interests of ISPE*

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile **http://www.ispe.org/volunteerprofile**