



Canadian HIV/AIDS Pharmacists Network  
*Association Canadienne des Pharmaciens en  
VIH/SIDA*

**ENDORSEMENT POLICY (2009)**

The Working Group members of CHAP will review and make decisions on all requests from external organizations for CHAP endorsement.

Endorsement is understood to mean overall support for an initiative or guideline based on a thorough review. CHAP endorsement implies that CHAP agrees with the information being communicated.

**ENDORSEMENT CRITERIA:**

- The goals of the initiative should be clear.
- Methodology of development of the initiative are sound, evidence-based, and transparent
- The initiatives and the recommendations within are evidence-based and reasonable from an HIV pharmacy perspective.
- Recommendations/methods do NOT contradict mission, values, or other documents of CHAP.

**PROCEDURE:**

1. Requests received by CHAP members from credible external organizations for CHAP endorsement shall be forwarded to the CHAP Executive. These requests should include:
  - a. Rationale for CHAP endorsement
  - b. Deadlines
  - c. Description of how CHAP will be acknowledged.
2. The CHAP Executive will review the request for endorsement.
3. If the CHAP Executive choose to consider endorsement, the secretary will forward the request to the Working Group Members of CHAP.
4. The CHAP Executive will ask for members of the Working Group of CHAP to express their interest in participating in a review of the request/project.

5. Interested individuals will be expected to have adequate knowledge and skills in reviewing materials, and must declare any potential Conflict of Interest in doing so.
6. The CHAP Executive will review the volunteers and recommend 3 names of individuals to represent CHAP on the endorsement recommendation. Curriculum Vitae may be requested as part of the selection process. Preference will be given to French speaking individuals if the document or project is bilingual.
7. The CHAP Executive will forward the documents to the successful candidates for review with an expected turnaround time of 2 weeks upon receipt of all materials.
8. If all three reviews are unanimous in favour of endorsement, CHAP endorsement will be granted.
9. In cases where consensus for endorsement is not reached, the CHAP Executive will make a brief summary of the initiative along with a final recommendation and will send to the remaining Working Group members for a vote.
10. The CHAP chairperson will send a response letter to the requesting organization outlining CHAP's decision.
11. Any use of the CHAP name and logo must be approved by the CHAP Executive and meet the following conditions:
  - a. They must be printed in official colour or black
  - b. CHAP will provide the appropriate graphics files.
12. The exact wording of expressing endorsement will depend on the nature of the project, but could include "endorsed by the CHAP", "supported by the CHAP, or "produced in partnership with the CHAP."
13. CHAP reserves the right to suspend or withdraw its endorsement at any time for cause.