



Canadian HIV and Viral Hepatitis
Pharmacists Network
*Réseau Canadien des Pharmaciens en VIH et
hépatites virales*

ENDORSEMENT POLICY (2018)

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.
 - If an initiative from an external organization does not require thorough review or does not meet the criteria to request an official CHAP endorsement, the

- CHAP executive can agree to write a letter of support in favor of an initiative on a case by case basis. The letter of support will be written by the chair in coordination with other members of the executive if the initiative is aligned with the mission, goals and values 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 if the initiative or guideline no longer meets CHAP's endorsement criteria. In such cases, the CHAP Chair will send a letter to the organization detailing its decision, requesting any wording of support or CHAP logo be removed from the initiative.