

THE ACADEMY OF MANAGED CARE PHARMACY

Diplomat Handbook

Last Updated: March 2018



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AMCP Overview

About AMCP

The Academy of Managed Care Pharmacy (AMCP) is the nation's leading professional association dedicated to increasing patient access to affordable medicines, improving health outcomes and ensuring the wise use of health care dollars. Through evidence- and value-based strategies and practices, the Academy's 8,000 pharmacists, physicians, nurses and other practitioners manage medication therapies for the 270 million Americans served by health plans, pharmacy benefit management firms, emerging care models and government.

Membership

AMCP has a number of membership categories that provide a professional home for those who support the AMCP vision and mission.

- **Active Member** – Pharmacists, Physicians, Nurses, and Physician Assistants who are licensed or eligible for licensure to practice in the United States. Active members hold full voting rights and may serve on all AMCP committees and run for the Board of Directors.
 - **New Graduates** – Members who have graduated in the last two years will be discounted 50% of the Active Member dues and will have the same rights and privileges as Active Members.
 - **Active Duty** – Members who are in active duty in the uniformed services will be discounted 50% of the Active and Associate Member dues.
- **Associate Member** - All other individuals who are interested in the advancement and development of managed care pharmacy practices, regardless of their practice environment. Associate Members may serve on a number of AMCP committees but may not vote in Academy elections.
- **Pharmacy Technicians** – Individuals who are a certified pharmacy technician and/or practicing in a pharmacy technician role are eligible for this category. Pharmacy Technicians do not have voting rights but may serve on committees where Associate Members are permitted.
- **Student Pharmacist Member** – Must be enrolled full-time in a school or college of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE). Student Pharmacist Members may serve on a number of AMCP committees, but may not vote in Academy elections.
- **Resident/Fellow/Graduate Student Member** - Must be enrolled full-time in a graduate/postgraduate school program recognized by ACPE or practicing full-time in a residency or fellowship related to pharmacy or managed care pharmacy. Those in



this category of membership may serve on a number of AMCP committees, but may not vote in Academy elections.

AMCP Resources & Publications

Journal of Managed Care & Specialty Pharmacy (JMCP) publishes peer-reviewed original research manuscripts, subject reviews, and other content intended to advance the use of the scientific method, including the interpretation of research findings in managed care pharmacy. JMCP is dedicated to improving the quality of care delivered to patients served by managed care pharmacy by providing its readers with the results of scientific investigation and evaluation of clinical, health, service, and economic outcomes of pharmacy services and pharmaceutical interventions, including formulary management. JMCP strives to engage and serve professionals in pharmacy, medicine, nursing, and related fields to optimize the value of pharmaceutical products and pharmacy services delivered to patients.

AMCP News & Views is a monthly e-newsletter that keeps members up-to-date on Academy news, managed care news, and member updates. This publication is emailed to all AMCP members and is also available online for members only.

AMCP Daily Dose™ is a daily email that keeps members up-to-date on news of importance to managed care professionals, along with highlighted information about AMCP programs and activities. This quick-read email is sent to all AMCP members each weekday morning.

AMCP Legislative/Regulatory Briefing is a monthly e-publication that provides brief descriptions of recent legislative and regulatory developments and actions AMCP has taken on behalf of its members. This publication is emailed to all AMCP members and is also available online for members only.

AMCP Mailing Lists – AMCP has a number of email list groups that provide members with in-depth and up-to-date information on policy and practice issues. Lists include Health Care Reform Implementation, Medicare Part D, Quality, HIT Interest Group, and a Specialty Drugs/Biosimilars Group.

AMCP Meetings & Online CE

AMCP National Meetings

AMCP holds two national meetings each year – the AMCP Managed Care & Specialty Pharmacy Annual Meeting in the spring and the AMCP Nexus meeting each fall. Each offers attendees three-plus days of a wide variety of continuing education and networking opportunities. Visit www.amcp.org/calendar to view a complete listing of our upcoming conferences, and www.amcpmeetings.org to for detailed scheduling and registration.



AMCP Learn

Many online continuing education offerings are available to AMCP members and others through the online learning platform called "AMCP Learn." This site is continually updated and provides greater access to managed care pharmacy education programs. In addition to online CE offerings, many *JMCP* supplements also offer CE.

AMCP Policy Issues & Advocacy

The Academy effectively represents and advocates on behalf of the membership in the public policy arena by promoting sound medication management principles and the use of managed care tools and strategies in the delivery of a managed care pharmacy benefit to more than 270 million Americans.

Policy Positions - AMCP has developed policy and established position statements on a number of issues affecting managed care pharmacy and the profession of pharmacy in general. If you have ever wondered what AMCP may "think" about an issue, you can find out by reviewing the **AMCP Policy Digest** and **Where We Stand Position Statements**. The Policy Digest is a listing of short paragraphs that document AMCP's position on professional practice and policy issues. On the other hand, the **Where We Stand Position Statements** describe the Academy's position on a number of key issues.

Advocacy - Just as the traditional practice of pharmacy is regulated by national and state laws and regulations, so too is pharmacy practice in managed care. It is important for you to be aware of and understand proposed legislation and regulations that affect managed care pharmacy. Under the Policy Issues & Advocacy section on the AMCP website, you will find information related to Federal and State legislation and regulatory issues, including updates on Health Care Reform and Medicare Part D, and the AMCP Advocacy Center. The AMCP Advocacy Center (found under **Policy Issues & Advocacy → Federal/State Legislative & Regulatory Issues → State Advocacy Coordinator**) is a great tool that gives you a fast and easy way to contact your State Advocacy Coordinator on issues pertinent to managed care pharmacy in order to contact your legislators. The Policy Resource Center also provides policy position handouts, tool kits and talking point documents (found under **Policy Issues & Advocacy → Policy Resource Center**).



AMCP Leadership & Representation

AMCP members are well represented by those members in leadership roles. Get to know your elected and appointed representatives by visiting these sections on the AMCP web site:

AMCP Board of Directors is composed of ten Active Members elected to represent your interests and to provide strategic direction for the Academy.

AMCP Committees direct the Academy's activities in multiple areas ranging from professional practice to planning educational programs for AMCP national meetings. There is even a committee specifically for AMCP's Student Pharmacist Members! The AMCP Student Pharmacist Committee is charged with providing guidance on topics of importance to pharmacy students, recommending programming ideas and initiating projects related to meetings, resources and chapters.

These volunteer opportunities await you now and after graduation. Think about serving the Academy in a leadership role. The AMCP Committee application and appointment process begins late Fall each year. Watch for a notice in your email and on the AMCP website.

AMCP Student Chapters

A complete list of the **AMCP Student Chapters** – with officer and advisor contact information – can be found on the AMCP website at www.amcp.org/studentcenter. Members must be logged into their accounts to access this information. Important Chapter Operations information, Project Toolkits, and Chapter Activation Guidelines can also be found under the Student Center of our website.

AMCP Foundation

The AMCP Foundation was established in 1990 as a non-profit charitable trust – is a research, education and philanthropic organization affiliated with AMCP. The Foundation was created to allow corporations and interested individuals an opportunity to participate in the research and education agenda of AMCP. The Foundation also allows individual and corporate members of AMCP to demonstrate their commitment to the concept and practice of pharmaceutical care in managed health care settings.

AMCP Foundation Mission – Advance the quality and affordability of our health care system by promoting the application of medication-related research and education.

As a student pharmacist member of AMCP, you may know AMCP Foundation more for its support of the National P&T Competition for AMCP Student Chapters and the AMCP Foundation Summer Internship Programs. To learn more about both of these opportunities, explore the AMCP Foundation website at www.amcp.org/amcp-foundation.



DIPLOMAT

AMCP Contact Information

Address: Academy of Managed Care Pharmacy
675 North Washington Street
Suite 220
Alexandria, VA 22314

Phone: 703-684-2600 **Email:** studentdevelopment@amcp.org **Web:** www.amcp.org



AMCP Diplomat Program

(Last Reviewed March 2018)

Purpose

The Diplomat Program is designed to:

- Raise faculty awareness of AMCP and managed care pharmacy;
- Expose student pharmacists to career opportunities in managed care pharmacy; and
- Enhance communication between the Schools/Colleges of Pharmacy and local AMCP members.

Diplomat Program Overview

Members of the AMCP Schools of Pharmacy Relations Committee provide oversight for the AMCP Diplomat Program. Diplomats are current AMCP Members who volunteer to participate in the Diplomat Program. There are four Diplomat Regional Directors who serve as liaisons between the Schools of Pharmacy Relations Committee and the Diplomats. The goal is to have at least one Diplomat assigned to each school/college of pharmacy. Some schools/colleges have Co-Diplomats to share the responsibility.

The AMCP Diplomat Program is a great resource for student pharmacists because it puts them in contact with real world managed care professionals! How does it work? An AMCP member volunteers to be assigned to a school/college of pharmacy to serve as a resource on managed care pharmacy information and opportunities. Diplomats can speak or find speakers and assist with projects or meetings. To learn more about the AMCP Diplomat Program and to access a roster of Diplomats, visit the Diplomat Center at www.amcp.org/diplomat.

Diplomat Appointment Process

Diplomat Qualifications

Diplomats must be an AMCP member and have a sense of volunteerism to further the mission of AMCP with the schools/colleges of pharmacy. The Diplomat will exhibit excellent leadership skills to develop, educate and foster schools/colleges of pharmacy into a positive relationship with AMCP at the local level. The ideal Diplomat must have a commitment to AMCP and student pharmacists. Strong communication skills and regular follow-up are key factors to being successful and achieving the goal to increase awareness and activity at the respective school/college of pharmacy.

The Diplomat will help create a greater understanding and appreciation of managed care

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pharmacy among students and faculty members; develop opportunities to facilitate the incorporation of managed care pharmacy concepts into curricula; and engage AMCP student pharmacist members by serving as a liaison between the schools, local AMCP members and the Academy.

Diplomat Appointment and Term

AMCP members who wish to volunteer to serve as the Diplomat for a specific school/college of pharmacy, preferably located in the area of their residence, may apply online through the AMCP website (www.amcp.org/diplomatapp). Once the request is received, staff will review and notify the AMCP member of their appointment and forward tools to assist the Diplomat.

The Diplomat will serve in this role until such time that s/he is no longer able to or it is determined that the Diplomat has not fulfilled the minimum duty requirements. In addition, each three years diplomats will be asked to re-confirm their commitment as a diplomat via email. The confirmation email will allow diplomats to “opt-in” or “opt-out” of serving another year. For those schools with academy members awaiting diplomat positions OR Co-Diplomats for consecutive years, the academy may include this information in the email as well to better inform their decisions. Those choosing to “opt-out” will be encouraged to provide transitional support to the incoming diplomat.

Diplomat Responsibilities

The Diplomat will be required to do the following (at a minimum):

- Submit at least two Activity Reports each year (via AMCP website) or one for each speaker program;
- Complete Year-End Diplomat Program Evaluation (via email in late spring);
- Have on-going communications with a faculty contact and/or AMCP Chapter Advisor regarding AMCP activities and resources;
- Visit with school/college of Pharmacy and meet with student pharmacists, AMCP chapter and/or faculty contacts; and
- If the school/college has Co-Diplomats, coordinate activities/reporting to ensure requirements are completed.

Note: Diplomats will receive periodic email reminders with a link to the online activity report.



Additional Responsibilities

The Diplomat is encouraged to do the following:

- Encourage the faculty to learn more about managed care pharmacy;
- Distribute AMCP materials to key contacts at the school;
- Participate in Career Day at the school;
- Interface with and be a resource for AMCP Student Pharmacist Members and the AMCP Student Chapter (if one exists at your school);
- Distribute managed care internship and residency information;
- Offer to present a lecture on managed care pharmacy or secure a speaker;
- Encourage the formation of an AMCP Student Chapter, if one does not already exist;
- Foster communication between schools with and without AMCP Student Chapters;
- Identify student pharmacist leaders who may be potential AMCP Student Pharmacist Committee members and report to AMCP staff;
- Attend Diplomat Meeting at each of the AMCP national meetings;
- Encourage faculty to join AMCP;
- Link local AMCP members and other managed care pharmacy professionals with student pharmacists;
- Promote the Student Pharmacist Center on the AMCP website (www.amcp.org/studentcenter); and
- Participate in the national meetings & conference buddy program.

Diplomat Reports & Evaluations

Diplomat Activity Reporting

This form is to be completed after the conclusion of each activity or at least twice a year. The form is found under Diplomat Center on the AMCP website - www.amcp.org/diplomatreport.

Diplomat Program Annual Evaluation

At the end of the academy year (late spring), Diplomats will be sent an evaluation form to complete. This evaluation is a time to reflect on the opportunities and challenges you encountered during year. It is also a mechanism to let staff know what types of tools or resources you could have used to make it easier for you to fulfill your responsibilities.



Diplomat Program Participant Descriptions

Diplomat Director

Chair, Schools of Pharmacy Relations Committee

The Diplomat Director oversees the Diplomat Program and conducts the Diplomat Meeting at each of the national AMCP Meetings. The Diplomat Director serves as a resource to the Diplomat Regional Directors, the Diplomats, and the AMCP staff liaison.

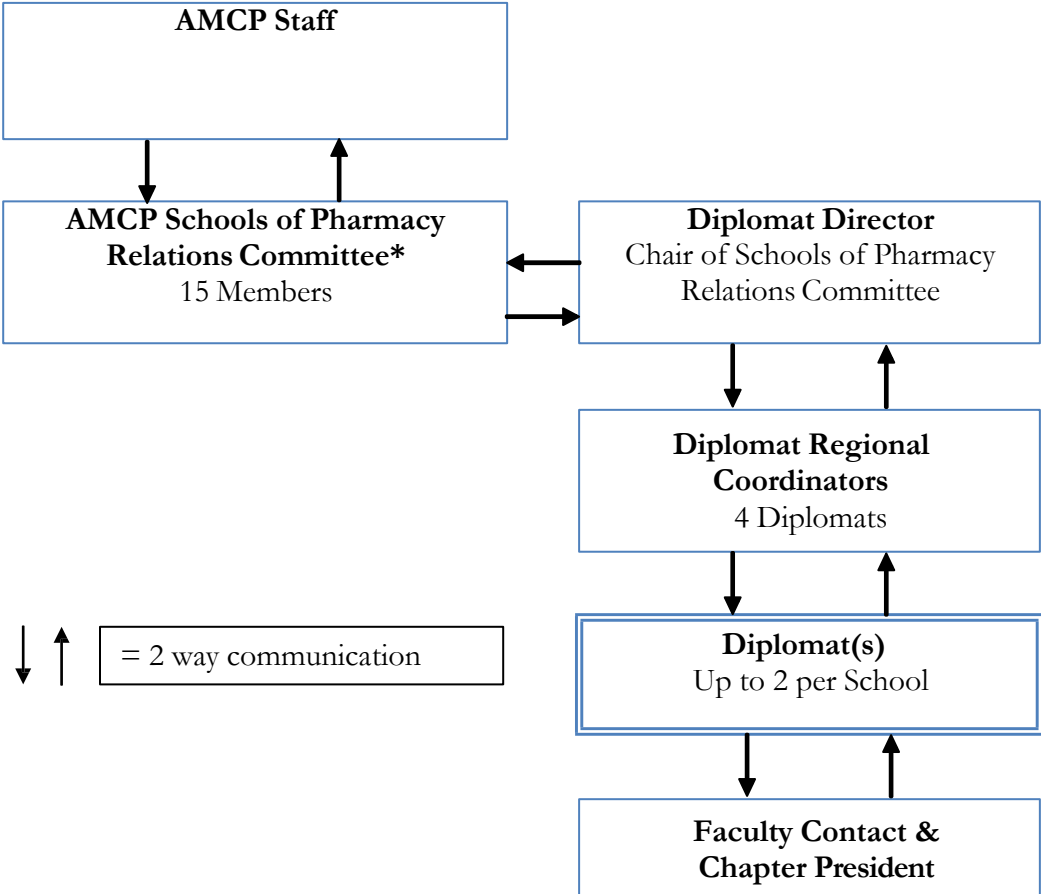
Diplomat Regional Coordinators/Directors

At the present time there are four Diplomat Regional Coordinators (East, South, Midwest, and West) who are the primary conduits between Diplomats in their region and AMCP staff/headquarters. The Regional Coordinator serves as a mentor for the Diplomats in their region.

AMCP Staff

The AMCP Manager of Pharmacy Affairs and New Practitioner Programs serves as the Diplomats' primary contact at AMCP headquarters. Staff will provide tools and information to assist the Diplomats and provide periodic reports and evaluation to the Schools of Pharmacy Relations Committee.

Diplomat Program Communications



Diplomat Best Practices

The following examples are taken from a review of the Diplomat Activity reports. These practices are meant to serve as a guide for Diplomats to consider when planning activities with the schools/colleges of pharmacy.

Topics for On-Campus Visits

Visits may be held in conjunction with AMCP student chapter meetings, career days, organizational information days, and/or a town hall format. Suggested topics:

- Benefits of AMCP using the “Why Join AMCP” slide deck;
- Benefits of establishing a new AMCP student chapter;
- Managed care pharmacy career options – panel format;
- Managed care internship opportunities (e.g., AMCP Foundation internships);
- Managed care residency and fellowship opportunities;
- National APPE opportunities;
- National P&T Competition support;
- Things to do at a national AMCP meeting (e.g., sessions to attend, networking opportunities); and
- Build your brand.

Formal Presentations

A number of prepared PowerPoint presentations can be found under the Diplomat Center on the AMCP web site at www.amcp.org/slidedecks. These presentations are updated by AMCP members each year. Examples of topics include:

- CER AND PCOR
- Drug Use Evaluation
- Formulary Manufacturer Contracting
- Formulary Development and Management
- Health Information Technology
- Medication Therapy Management
- Managed Care Models
- Outcomes Research
- P&T Committee
- Personalized Medicine and Pharmacogenomics
- Pharmacist Opportunities within a PBM
- Specialty Pharmacy and Biosimilars
- What is Managed Care Pharmacy?



Other Suggested Activities

- Assemble informational packets/folders containing key resources (see printed resources below)
- Coordinate shadowing opportunities at place of employment
- Coordinate local managed care resources to support shadowing, speaking, roundtable, etc. and engagement opportunities between professionals and student pharmacists
- Coordinate an on-site visit to local managed care organizations (e.g., mail service facilities, Medicaid, PBM corporate offices)
- Investigate offering experiential rotations at places of employment
- Serve as a judge for the local AMCP Student Chapter's P&T Competition
- Teach a managed care elective course or lecture in a course
- Support student involvement in AMCP Affiliate Events
- Sponsor student pharmacists to attend the annual and/or educational conference
- Participate in the AMCP Conference Buddy Program
- Read the Diplomat e-Link to stay up-to-date on the latest Diplomat Spotlights and activities

Diplomat Tools

AMCP provides a variety of tools and resources to assist in your efforts with your school/college of pharmacy. These include, but are not limited to:

- [Careers for Pharmacists in Managed Health Care Organizations](#)
- Managed Care Pharmacy Brochure
- [PGY1 Managed Care Pharmacy Residency](#)
- [Best Practices for Applying to Residencies, Fellowships, and Entry-Level Positions in Managed Care Pharmacy](#)
- Join AMCP.....[and more!](#)

Diplomat Regions

EAST

**Diplomat Regional
Director: Christine**

Dube

- Connecticut
- Delaware
- Maine
- Maryland
- Massachusetts
- New Hampshire
- New Jersey
- New York
- Pennsylvania
- Rhode Island
- Vermont
- Virginia
- Washington, DC
- West Virginia

SOUTH

**Diplomat Regional
Director: Shobhna**

Butler

- Alabama
- Arkansas
- Florida
- Georgia
- Louisiana
- Mississippi
- North Carolina
- South Carolina
- Tennessee
- Puerto Rico

MIDWEST

**Diplomat Regional Director: Maribeth
Bettarelli**

- Illinois
- Iowa
- Indiana
- Kansas
- Kentucky
- Michigan
- Minnesota
- Missouri
- Nebraska
- North Dakota
- Ohio
- South Dakota
- Wisconsin

WEST

Diplomat Regional Director: Lily Lee

- Alaska
- Arizona
- California
- Colorado
- Hawaii
- Idaho
- Montana
- New Mexico
- Nevada
- Oklahoma
- Oregon
- Texas
- Utah
- Washington
- Wyoming

AMCP Diplomat Resources

Diplomat Center

www.amcp.org/Diplomat

Student Pharmacist Center

www.amcp.org/StudentCenter

Academia Center

www.amcp.org/Academia

Resources for Diplomats

Letter of Introduction

Developed by the Schools of Pharmacy Relations Committee this resource is one avenue to reach out to Deans/Schools of Pharmacy and introduce yourself as an AMCP Diplomat.

www.amcp.org/DiplomatTools

AMCP Diplomat Handbook

This guide serves as your reference throughout the school year. A description of the roles and expectations of the Diplomat Program, best practices and student pharmacist membership information.

www.amcp.org/DiplomatHandbook

AMCP Diplomat Logo

A logo designed especially for AMCP Diplomats with logo guidelines.

www.amcp.org/DiplomatTools

AMCP Diplomat Roster

A way to collaborate with fellow Diplomats on student pharmacist activities. Must be logged in to access Diplomat contact information on website.

<http://bit.ly/2hJZg4a>

AMCP Diplomat E-Link

A way to learn best practices from fellow Diplomats on student pharmacist activities and a way to stay up-to-date on new AMCP developments.

Resources for Students

How to Activate a Student Chapter

Student Pharmacist chapters further the purposes of AMCP through educational and community service, provide opportunities for professional growth, and promote managed care pharmacy within their schools. This step-by-step toolkit will guide you through the activation process.

<http://www.amcp.org/chapteractivation/>

APPE/IPPE Directory

Today's student pharmacists have countless career options after graduation. Experiential education provides the opportunity to explore them. The *AMCP Managed Care Pharmacy Experiential Education Site Directory* was developed as a tool to assist Experiential Education Directors and Coordinators identify sites for one of those



options – managed care pharmacy. AMCP will now be offering an APPE Program.

www.amcp.org/APPE

Residency Listings

View a complete listing of accredited residencies and fellowships.

www.amcp.org/Residencies

Internship Listings

View a complete listing of Managed Care Pharmacy Internships.

www.amcp.org/internships

AMCP P&T Competition

Four member teams work through a case study involving a drug product dossier and present their recommendations for formulary placement to a panel of judges representing a P&T Committee

www.amcp.org/amcp-foundation/PT/

Resources for Educators

AMCP Managed Care Curriculum

This resource was developed to assist faculty and managed care pharmacists tasked with developing a managed care pharmacy course or adding managed care pharmacy principles to the current didactic component of the curriculum.

www.amcp.org/academia

Slide Decks

Over 25 slide decks on Managed Care Pharmacy Topics. Reviewed and updated each year, these slide decks are an excellent tool when presenting to a class or group of student pharmacists. Use these ready-made presentations, or combine several slide decks to create a custom presentation.

www.amcp.org/slidedecks

AMCP Webinars via Virtual Conference Center

AMCP is dedicated to bringing AMCP members information on the hottest topics and being a leader in formulating the policies and procedures that are important to managed care pharmacy and health care today.

www.amcp.org/webinars

AMCP Publications

The Academy provides many resources to assist members in staying at the forefront of the managed care pharmacy profession. These resources include professional practice advisories, AMCP position statements, issue briefs, reports, whitepapers, a *Daily Dose* email briefing of relevant managed care pharmacy news stories, peer-reviewed articles in the *Journal of Managed Care and Specialty Pharmacy*, and a monthly Legislative/Regulatory Briefing. In addition, AMCP provides members with exclusive access to databases and tracking services that provide analysis and documentation on health care reform implementation and federal and state legislative initiatives.

www.amcp.org/publications



The Roadmap for Pharmacy Health Information Technology Integration in U.S. Health Care

The Roadmap is the first pharmacy health information technology (HIT) strategic plan. This plan was developed by national pharmacy associations and other key stakeholders that comprise the Pharmacy e-Health Information Technology Collaborative. The Roadmap provides guidance to provider organizations, policymakers, vendors, payers, and other stakeholders striving to integrate pharmacy HIT into the national (U.S.) HIT infrastructure. The Roadmap outlines the goals and strategies related to the pharmacy profession's HIT objectives.

www.amcp.org/HealthInformationTechnology