2012 Managed Care Pharmacy Summer Internship Program

Frequently Asked Questions
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Questions:

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8. **I applied for the program during my second year of the pharmacy program, but was not awarded an internship. I am now in my third year. Am I eligible to submit an application for this year's program?**

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10. **What will I be doing during the internship?**

11. **Will I receive a stipend during the internship? If so how will it be paid?**

12. **What expenses incurred during the internship program will be reimbursed?**

13. **Does this internship qualify as a specialty rotation?**
Q1. Who is eligible to participate in the AMCP/FMCP/Pfizer Inc Managed Care Pharmacy Summer Internship Program?

A. Eligibility Criteria

- Full-time enrollment in the 2\textsuperscript{nd} or 3\textsuperscript{rd} professional year of the PharmD curriculum at an ACPE-accredited school or college of pharmacy during the 2011-2012 school year with anticipated graduation in 2013 or 2014. Students enrolled in a joint PharmD/MBA curriculum are eligible but graduate students are not eligible.
- Completion of the online application and submission of three letters of reference/recommendation, as described below in Question 6, by close of business Monday, January 30, 2012.
- Ability to complete the internship during a consecutive ten week period between the months of May through August 2012. Exact dates will be coordinated with the preceptors and the interns.
- Eligible students may simultaneously apply for this internship and the AMCP/FMCP/Allergan Specialized Summer Internship Program in Health Outcomes.

Q2. What is the official starting date of the internship program?

A. There is no "official" starting date for the program. The selected interns complete the program during a ten-consecutive week period between the months of May and August. The starting date for each intern varies, and is based on his/her availability and the availability of the preceptors at the internship sites. Different interns will start at different times. Typically, most interns start the internship shortly after completion of their spring semester. Student pharmacists, who attend schools with early spring semester completion dates, usually start in early- to mid-May. Some student pharmacists may start their internship as late as the end of June. Almost any starting date is acceptable, provided the internship program can be completed by August 31st.

Q3. When submitting an application for the program, may I request a specific site?

A. No. Six sites are available to host interns for the program in managed healthcare systems. The sites are located in various locations throughout the United States. Applicants cannot choose the site type (health plan or PBM) or location to which their application will be directed. The preceptor at each site determines the internship awardee.

Q4. May I simultaneously apply for the AMCP/FMCP/Pfizer Managed Care Summer Internship Program AND the AMCP/FMCP/Allergan Specialized Summer Internship Program in Health Outcomes?

A. Yes, eligible student pharmacists may apply for both intern programs in the same year. A student pharmacist applying for both programs will be given due consideration for both but, if selected, will only be selected for one of the programs and will not have the option to choose between the two programs.
NOTE: Due to the unique requirements of the Pfizer and Allergan sponsored programs, student pharmacists applying for both intern programs must submit the online application for each program and three letters of reference/recommendation for each program (for a total of six).

Q5. How much travel is involved?

A. Interns will first travel from their home/school to their internship site and will remain at that site for nine weeks. During the nine week period interns may be required to travel to offsite meetings with their preceptor or the Pfizer Medical Outcomes Specialist assigned to the site. At the conclusion of the nine weeks, the interns will travel from their internship site to Alexandria, VA, and will spend one week at the AMCP/FMCP offices. Upon conclusion of the week at AMCP/FMCP, the site rotation portion of the internship program is complete, and the interns typically return to their home/school. In October, all interns will travel from their home/school to the location of the AMCP Educational Conference to present their research projects in the poster competition.

NOTES:
- The program coordinators, TPG Educational Resources, will handle all travel arrangements.
- Interns may be required to travel to offsite meetings. Reimbursement for this travel will be based on the purpose of the travel.
- It is recommended that interns drive their own automobiles to their internship site (if possible), as some locations may not have easy access to public transportation.
- Daily commuting expenses to and from the internship site and the internship hotel/residence are not reimbursed.

Q6. How many letters of reference are required, and who should write them?

A. In addition to submitting the online application, each applicant is required to submit three letters of reference/recommendation for each program applied for. The following letters of reference/recommendation are required in support of your application:
1. Letter of Reference from the Dean’s office confirming that the student is in good academic standing and stating the student’s current cumulative GPA.
2. One Letter of Recommendation from a faculty member
3. One Letter of Recommendation from a non-relative, non-faculty member pharmacist (This letter may be from your IPPE preceptor)

NOTE:
- Letters of reference from the school of pharmacy (Dean’s office and faculty member) must be written on the school’s letterhead.
- DO NOT SEND TRANSCRIPTS!
- Each letter must be written by a different individual. All letters are to be scanned into PDF files and either uploaded during the online application process or submitted via e-mail attachment to Ebony Clay, FMCP’s Program
Manager, at (eclay@fmcpnet.org) along with a dated and signed copy of the online application (PDF Only). Alternatively, all three letters, placed in individually sealed envelopes, may be mailed to FMCP in the same package along with an original signed and dated copy of the completed online application.

If mailing: Send Application and Three Letters of Reference/Recommendation in One Package to:

AMCP/FMCP Summer Internship Program
c/o Ebony Clay
100 North Pitt Street, Suite 400
Alexandria, VA 22314
Tel: 800-826-2627 or 703-683-8416
Fax: 703-683-8417
E-mail: eclay@fmcpnet.org

Q7. What are the locations of the internship sites?

A. The sites may vary from year to year, but examples of 2010 sites included:
   • The Ohio State University Managed Health Care Systems, Columbus, OH
   • Regence BlueCross BlueShield, Portland, OR
   • Prime Therapeutics, Eagan, MN
   • Independent Health, Buffalo, NY
   • Cypress Care, Duluth, GA

Q8. I applied for the program during my second year of the pharmacy program, but was not awarded an internship. I am now in my third year. Am I eligible to submit an application for this year's program?

A. Yes.

Q9. How many student pharmacists are awarded internships in the program?

A. For the 2012 program six student pharmacists will be awarded internships in the AMCP/FMCP/Pfizer Inc Managed Care Pharmacy Summer Internship Program.

Q10. What will I be doing during the internship?

A1. At each site you will be involved in different activities specific to the site. One of the goals of the program is to provide student pharmacists with the experience of the practice of pharmacy at a managed care organization. Interns will learn many of the principles and practices involved in the provision of population-based pharmaceutical care and the administration of a pharmacy benefit. Interns will also spend a week with the Pfizer Medical Outcomes Specialist assigned to the site. Based on one of the major projects assigned by your preceptor, you will
repurpose your project and results to a poster and present it at AMCP’s Educational Conference scheduled in October of that year. In addition, all interns will participate in the Annual AMCP/FMCP Intern Best Project Competition. Interns will present their project posters to a panel of judges. Projects will be judged on the basis of scientific merit, innovation and practicality and presenter’s knowledge of the subject matter and ability to articulate key elements of their research. The competition winner will receive a $3500 scholarship and the runner-up will receive a $1500 scholarship award. Each will also receive an engraved plaque and recognition in the AMCP News.

**NOTE:** The preceptor and the intern at each site will choose the topic for the poster.

A2. While at the AMCP/FMCP offices, you will learn about AMCP and FMCP, meet with department heads, attend meetings, educational sessions, etc. and provide an informal presentation of the project that will be the subject of your poster presentation.

**Q11. Will I receive a stipend during the internship? If so how will it be paid?**

A. Interns will receive a stipend for the duration of the 10 week program. A stipend check will be deposited to your account via a direct deposit system. The stipend check will be issued on a bi-weekly basis (5 times during your 10-week internship). Your first check will be issued during the second week of your internship. TPG Educational Resources will be issuing payments directly to your bank for deposit only.

**Taxes:** Your stipend check will NOT have taxes deducted from it. **Interns are responsible for reporting all taxable income to the IRS.** In January 2013, TPG Educational Resources LLC will mail to you an IRS 1099-MISC form (using the address indicated on your W-9 form). Interns will need to pay taxes on this amount. Interns will use the 1099-MISC form during preparation and submission of their 2012 personal income tax return.

**NOTE:** Interns do not receive a stipend during the AMCP Educational Conference; however, meal expenses may be reimbursed per the program expense reimbursement schedule.

**Q12. What expenses incurred during the internship program will be reimbursed?**

A1. Generally, expenses that are related to travel to the internship site from home/school may be reimbursed. These include:

- Mileage reimbursement (if the intern drives his/her car to the internship site)
- Meal reimbursement during the trip to/from the internship sites in accordance with intern expense reimbursement policies
- Reimbursement for excess baggage fees up to a total of $100.00
- Reimbursement for poster printing expenses up to $300.00
NOTES:

- Other non-standard expenses *may* be considered for reimbursement on a case-by-case basis. Interns will receive a welcome packet that contains, among other documents, the expense reimbursement guidelines. FMCP will make the final decision on all reimbursement questions.
- Reimbursement claims for individual covered expenses over $25.00 must be accompanied by a receipt.
- Major expenses such as airline tickets and hotel accommodations are paid by the program. This means that no payment is required of the intern; therefore no reimbursement is necessary for those types of expenses.
- Upon checking into your extended stay location you will be required to present a credit card to cover incidental expenses.

A2. Examples of expenses **NOT** reimbursed include:

- Daily commuting expenses
- Meal and food expenses while at the internship site and AMCP/FMCP offices
- Entertainment expenses
- Car rental expenses

Q13. *Does this internship qualify as a specialty rotation?*

**A.** The internship *may* qualify as a specialty rotation; however, since each college of pharmacy has its own guidelines for such rotations, the student applying for the program must ascertain the requirements for his/her school. Some examples of requirements include: site must register with the college; student pharmacist cannot accept compensation during rotation period, etc. If the applicant determines that the internship qualifies as a rotation, FMCP will work with the student pharmacist, wherever possible, to ensure that credit for the rotation can be provided.

This program is made possible through the generous support of Pfizer

*This annual internship reflects the commitment of the Academy of Managed Care Pharmacy, the Foundation for Managed Care Pharmacy and Pfizer Inc to fostering healthcare leadership through student pharmacist education and to improving the quality of patient care. This program is administered by the Foundation for Managed Care Pharmacy.*