P&T Committee Student Pharmacist Shadowings  
University of Florida College of Pharmacy

Project Description & Implementation Overview
The Pharmacy and Therapeutics (P&T) Committee Student Pharmacist shadowings is a continuous year-long initiative to expose student pharmacists to managed care pharmacy principles and concepts. The initiative focused on P&T committee meeting shadowings to provide real hands-on experience with interpretation of official P&T drug evaluation agendas, monographs, and documentation associated with UF Health Shands Hospital and the Malcom Randall Veterans Affairs (VA) Medical center. All student pharmacists were required to sign confidentiality agreements due to the nature of the activity.

Student pharmacists had the opportunity to attend bi-monthly P&T committee shadowings - one from UF Health Shands Hospital and the other at the Malcom Randall VA center. Each shadowing was able to accommodate 4-6 students and the meeting durations were an average of 1-2 hours.

Purpose of the Project
The purpose of this project was to further develop professionalism, expose student pharmacists to potential personal career paths, and expand on managed care knowledge and understanding, through live attendance of managed care pharmacy operations, as these principles and concepts are not currently in the curriculum at the University Of Florida College Of Pharmacy. Students had the unique opportunity to witness actual P&T committees with top directors and executives at UF Health Shands Hospital and the Malcom Randall VA Medical center both located in Gainesville, Florida.

Project Budget: Expenses and Revenues
No expenses were incurred for this activity as the P&T committee directors from both UF Health Shands Hospital and the Malcom Randall VA Medical Center were very receptive to graciously allow students to participate with no charge.

Who and How Many Chapter Members are Involved?
Three members were involved in this initiative: (1) Business Liaison, (2) President, and (3) President-Elect. The P&T Committee Student Pharmacist Shadowings required one designated member to organize the events (Business Liaison). This member served as the liaison between the P&T Committee Directors and all student pharmacists. The event was overseen by AMCP President to ensure proper implementation and development.

The President-Elect maintained arrangement of the P&T Committee shadowings for student pharmacists once the AMCP Foundation Annual Pharmacy & Therapeutics Competition was underway and starting in November to allow the Business Liaison to focus on preparations for the local AMCP P&T Competition.
Who Should be Targeted? Audience or Involvement? How Do You Find Them? How Do You Contact?
This project targeted all University of Florida College of Pharmacy Students interested in learning more about Manage Care Pharmacy. We delivered this information to our target audience via email to the College of Pharmacy List Serves. Student pharmacists reciprocated interest by filling out Google documents that were designed to provide all student pharmacists an equal opportunity to attend this event.

What Materials are Needed? Outside Resources, Ordering, etc?
These shadowings did not require many materials. The main resources used were email, Google signup forms, and the P&T drug evaluation agendas which were provided via email from the P&T committee contact to the Business Liaison and student pharmacists for review prior to shadowing.

Timeline for Implementation and Execution
If the project were to start in Fall, start planning things around June prior to the commencement of the school semester.

June: Find the local hospitals around your school/college of pharmacy. Reach out to the hospital’s pharmacy services and ask for the contact information pharmacist involved in conducting or staffing the hospital’s P&T committees. Email or call the P&T Director/Coordinator inquire about P&T Meeting details, such as how often the meetings are held on an annual basis and if their committee would be willing to have student pharmacists shadow the meeting. Emphasize how it would be a great learning experience for student pharmacists to learn more about Manage Care Pharmacy.

July: If the contact is willing to allow these conditions, it is recommended to have a face to face meeting with the P&T Coordinator to discuss any requirements or accommodations needed for a student pharmacist to shadow their hospital’s P&T meeting. P&T Meetings usually have an agenda that contains Drug Use Evaluations and Monographs that are going to be presented. See where the P&T Coordinator stands on letting the students obtain a copy for the P&T Meeting.

July/August: Schedule and attend the hospital P&T Meeting. It would be recommended to only have the Business Liaison attend the first meeting. This will allow the Business Liaison to be familiar with the hospital/directions to the P&T Meeting as well as how the Coordinator runs the meetings. When the Business Liaison starts letting other student pharmacists shadow, they must be notified where to meet at what time, the best places to sit in the meeting, dress attire, and generally how long these meetings last. Always make sure to thank the P&T Coordinator for letting student pharmacists shadow their meetings.

August/September/October: Depending on when the next meeting is, plan to send out an email to the College of Pharmacy List serve about the event, denoting that it is a great opportunity to get hands on Manage Care learning experience. In the email, send out a link to a google form in which students can sign up (sections include Name, Email, Year, and if they are an AMCP Member.) We gave AMCP preference over Non-AMCP Members.
The Day of the Meeting:

Before the Meeting: Designate a clear meeting area and time for all participants to meet with either Business Liaison or President-Elect prior to the meeting so that the group can comfortably travel to the P&T Meeting together on time, ensuring no late or lost attendees. It is recommended to arrive early and to greet the P&T committee contact and thank him or her for the opportunity. Also recommended to ensure all responsibilities from the student pharmacists have been met, such as signing a confidentiality agreement, signing the guest list/roster, or simply sitting in the appropriate area.

During the Meeting: As a shadowing opportunity, the student pharmacists only observed the event. It should be understood that the students not there to supplement any ongoing discussion between the hospital P&T committee members, but to learn more about the P&T committee process.

After the Meeting: Always thank the P&T committee contact for allowing AMCP to provide this opportunity to the student pharmacists. This is a great time to ask P&T committee members any questions about matters discussed during the meeting. Many pharmacy residents are happy to provide any guidance inquired. Depending on travel and if there was availability for the Business Liaison or President-Elect to attend the P&T Meeting, the Business Liaison or President-Elect could guide the group back to original meeting area, unless participants had the ability to depart on their own.

Follow-up with Faculty Members/Volunteers/Participants

We recognized and thanked key members at our Executive Board and general body meetings especially the Business Liaison who implemented and lead the events at the UF College of Pharmacy. We also thanked the P&T committee members and key contacts via e-mail and in person for allowing student pharmacists to sit in and shadow during each of the bi-monthly events.

Project Evaluation:

What Went Well? What Didn’t? How Would You Improve for the Next Year?

What went well:
- Many student pharmacists expressed interest and we always had student pharmacists attend each of the bi-monthly shadowing events.
- Google docs/forms as the RSVP tracking and student contact info
- Developed strong partnerships with UF Health Shands Hospital and the Malcolm Randall VA Medical Center through continuous student pharmacist involvement
- Student pharmacists gained exposure about managed care pharmacy principles early and raised awareness for student pharmacists to consider a career in managed care pharmacy

What did not go well:
- Slow start in beginning to implement shadowings at both locations
- We were concerned with some fallbacks due to the confidentiality nature of the events, but luckily didn’t run into any problems. This may be an issue for other schools.
How would you improve for next year:

- Expanding to local Pharmacy Benefit Managers (PBM) to give student pharmacists more opportunities to experience different systems of how P&T committees are conducted

**Project Checklist**

- Start planning for implementation and contact your team members to assign roles towards the end of summer with a reasonable timeline and deadlines set.
- Acquire a sense of the local school environment in reviewing what options are available for student pharmacists to shadow (ie Hospital, VA system, Health Plan, etc).
- Formulate draft emails and reach out to current contacts associated with facilities where student pharmacists could shadow
- Reach out to faculty that may help facilitate discussions
- Create a convincing dialogue to illustrate the purpose and benefit of providing student pharmacists shadowing opportunities
- Promote event via college of pharmacy listserv email and personal casual conversation.
- Present opportunities with excitement at general body meetings
- Solicit feedback from student pharmacists, E-board members, and key contacts at the shadowing locations for future improvements
- Thank everyone involved
Sample Email to P&T Coordinator

Dear (Insert Name),

My name is ________ and I am the Business Liaison of the University of Florida Student Chapter of the Academy of Managed Care Pharmacy (AMCP). As Business Liaison, I am the coordinator of the AMCP P&T Competition for the University of Florida. AMCP Student Chapter's Mission is to increase awareness of Manage Care to the students at the University of Florida.

The AMCP Executive-Board would like to teach our fellow classmates about Manage Care pharmacy is by offering P&T Shadowing Events to students to see how Manage Care is involved in the Hospital.

I am reaching out to you because I was wondering if you would be willing to have a couple of students sit in and experience the P&T Meetings at _____ Hospital in the Fall Semester. I feel that this opportunity would be an amazing experience for students and give them a better Idea of how Manage Care Pharmacy works at the hospital setting.

Let me know if this event is something that you would be interested in helping us out with or if you know who I could contact for further information. Thank you very much!

Looking forward to hearing from you soon!

Sincerely,

______
AMCP Business Liaison
Sample Email to Advertise Event to Student Pharmacists

Dear Fellow Pharmacy Students,

How interested are you in learning more about managed care pharmacy in the Hospital and Health-Systems setting? Here is an opportunity to learn more about through AMCP's Pharmacy & Therapeutics (P&T) Shadowing Events!

This is a great opportunity to get a quick yet in depth overview of how the P&T operates and where managed care pharmacists work in this setting. It is a great opportunity for all years, especially if you have never seen a P&T Committee in action or seen managed care pharmacy from the hospital prospective.

The First P&T Shadowing Event will be taking place at ________Hospital on (Insert Date) from (insert Time)

Space Is Limited! We are currently accepting _____ students for our Shadowing Event on the (Insert Date). If you are interested, please fill out the interest form on the Google Doc below.

(INSERT GOOGLE DOC URL)

If you cannot make it to this month's event, you will have plenty of opportunities to attend future shadowing events! We will be holding a P&T Shadowing Event every (Insert Frequency of each P&T Meeting)

If you have any questions at all, feel free to contact at (Insert Contact Email)

Sincerely,

___________
AMCP Business Liaison