

## **P&T Shadowing**

### **AMCP Student Pharmacist Committee (SPC)**

#### **Project Description & Implementation Overview**

The AMCP Student Pharmacist Committee (SPC) has created resources for local AMCP chapters to initiate shadowing opportunities at Pharmacy & Therapeutics (P&T) committee meetings for their student members to attend. Chapters can start with a small number of local hospitals, health plans, PBMs, and other managed care organizations and work to expand the program on a yearly basis. For each committee meeting, a small number (usually between 1-4) of students attend the meeting, observe the discussion between the attendees, and as permitted, ask relevant questions after the conclusion of the meeting. Meeting lengths can vary but typically last about 1-2 hours. Due to the importance of maintaining a healthy relationship with coordinating program partners, it is advised that participating students email site coordinators personally and avoid cancellation within 2 weeks of the date.

In order to implement and execute the program, local chapters can elect or appoint a P&T shadowing coordinator for the duration of one school year. The main responsibility of the coordinator would be attempting to expand the number of shadowing opportunities, handling sign-ups and reporting progress to the rest of the chapter executive board.

#### **Purpose of the Project**

The purpose of the project is to give students the opportunity to experience the responsibilities of P&T committee. A large number of pharmacy schools currently do not provide didactic courses focused on managed care pharmacy, and students may be limited to gaining exposure to managed care pharmacy through the AMCP P&T competition. By allowing members to attend P&T committee meetings in person, they can gain first hand experiences on what the job entails. Additionally, the P&T shadowing experience illustrates how managed care principles are applied in a number of different work settings.

#### **Project Budget: Expenses and Revenues**

No budget was necessary for this program, and no monetary goal was set. The only expenses involved include travel expenses and thank you gifts for the P&T committee contact person.

#### **Who and How Many Chapter Members are Involved?**

Involvement with P&T shadowing opportunities should be limited as instructed by each individual coordinate site.

#### **Who Should be Targeted? Audience or Involvement? How Do You Find Them? How Do You Contact?**

Target Audience: Pharmacy Students

Target Preceptors: Health systems, hospitals, health plans, boards of pharmacy, PBMs

Possible P&T shadowing locations were found by contacting faculty, guest speakers and preceptors. Initial contact was made with the contacts previously mentioned and we would usually be referred to another person within the organization who was in charge of coordinating student shadowing experiences.

### **What Materials are Needed? Outside Resources, Ordering, etc?**

No physical materials were needed.

### **Timeline for Implementation and Execution**

Locating sites: May - July

Advertising opportunity: August - September

Collecting sign-ups: August - September

P&T Shadowing: September - April

Cycle can be repeated and adjusted depending on availability of shadowing opportunities.

### **Follow-up with Faculty Members/Volunteers/Participants**

Site preceptors and coordinators were given thank you emails and gifts at the end of the school year. Participants were followed up individually with surveys to collect feedback.

### **Checklist for Project:**

- Plan implementation for sign-ups
- Draft emails to students and sites
- Post shadowing surveys
- Determine contacts at local sites and reach out to hospitals, health plans, etc.
- Confirm sites with expectations and dates
- Create convincing dialogue to illustrate purpose and benefit for student pharmacists
- Promote event through multiple mediums such as email, leadership fair, general body meetings, and casual conversation
- Send surveys for feedback to student pharmacists, executive members, and preceptors at shadowing locations for future improvements
- Thank everyone involved and provide thank you gifts to preceptors

### **Attachments:**

- **P&T Shadowing Email Template**
- **P&T Shadowing Student Advertising Information Template**

## P&T Shadowing Email Template

Dr. \_\_\_\_\_ ,

I am a [first / second / third...] year PharmD student at [ \_\_\_\_\_ University/ \_\_\_\_\_ College of Pharmacy] and am [leadership position / affiliation with] the [ \_\_\_\_\_ University/ \_\_\_\_\_ College of Pharmacy] Academy of Managed Care Pharmacy (AMCP) Student Chapter. On behalf of our chapter, I would like to ask if it would be possible to set up opportunities for students to periodically sit in on P&T Committee meetings at [Hospital / Health System / Managed Care Organization].

Seeing the process of formulary management is a valuable experience for students and can provide great insight on how managed care principles are applied in different settings. Students can also see the application of drug information skills and the importance of evidence based medicine in the real world. This is also a chance for [Hospital / Health System / Managed Care Organization] to connect with students interested in managed care and formulary management.

Please let me know if it would be possible to set something up. If so, I would be happy to discuss in person or by phone.

[Name / Email signature]

## Student P&T Committee Shadowing

The Academy of Managed Care Pharmacy, [insert school name] Student Chapter executive board would like to thank you for expressing interest in participating in Student P&T Committee Shadowing. We believe this a great educational opportunity for all pharmacy students. We have worked hard to establish relationships with nearby [insert setting where shadowing held at, i.e. hospitals, PBMs, health plans] to bring this opportunity to our school. With that being said, we want to make it clear that these shadowing opportunities are a privilege afforded to us and by no means do we have a right to be there.

Space is limited at these meetings and to ensure that our student chapter members benefit from their membership dues, first signup preferences will be given to AMCP members. The AMCP membership deadline is [insert deadline date]. Additional membership questions can be directed towards [insert contact information]. After this deadline, the sign up list will be evaluated and AMCP members who are on a waitlist may be placed ahead of non-AMCP members on the sign-up sheet. Although we will not limit the number of meetings a student can attend, we want as many students as possible to benefit from this experience, so we please consider signing up for just one meeting total per school year. If more meetings interest you, please do not hesitate to add your name to the wait list. Please use caution when signing up for meetings far in advance. Cancellations will be noted and may impact your ability to sign up for future meetings. Names and emails of students signed up to attend the meeting will be sent a **month** prior to the meeting. Reminder emails will be sent but it is up to the student to ensure that they fulfill their obligation when signing up. Edits or changes will not be accepted on the google document after the membership deadline, unless vacancies open up. Additional emails will be sent out if vacancies open up. If you cannot attend the meeting you signed up for, please email [insert contact information] immediately.

We hope to continue the P&T committee shadowing in future years. In order to do so we have to ensure that the students attending these meetings represent our school in a positive and professional manner. Failure to comply by the rules listed below may result in a student being banned from future P&T meetings and more importantly, may force the [insert setting shadowing held at] to revoke this program from the school entirely. Before signing up, please read the following rules and make a conscious effort to abide by them

## Student P&T Committee Shadowing Rules

- Please wear [insert dress code] attire (business casual, no white coat) to all meetings.
- Please arrive on time, if not a few minutes early. These meetings will occur with or without you so please be on time so you do not delay or disturb the meeting.
- Please remember that your commitment when signing up is binding. If you cannot make the meeting please contact [insert contact information] as soon as you can. Names and emails of students attending these meetings must be given far in advance to site coordinators.
- Please follow all guidelines and rules given by the pharmacist at the site
- When meeting the coordinating pharmacist, please introduce yourself and thank him/her for this opportunity. Again, this is a privilege that we are lucky to have, not a right.
- When in the meeting, please keep conversations and texting on phones to a minimum. These meetings only occur monthly and important matters are discussed, the members of the committee should not be distracted by your presence.
- Take advantage of this opportunity. Actively listen, take down notes, write down questions you would like to ask the members after the meeting.