



Student Pharmacist Committee  
Presents...

# How to Conduct a Local Pharmacy & Therapeutics Competition Guide

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## Introduction

The AMCP Foundation National Student Pharmacist Pharmacy & Therapeutics (P&T) Competition is an annual team event designed to provide an immersive experience in the skills necessary for effective formulary review and management.

Teams consisting of four student pharmacists work together on assignments that include:

- A written evaluation of the competition drug(s), with recommendations for formulary placement and associated utilization management strategies.
- A PowerPoint presentation to the “P&T Committee” (i.e., the competition judges).

The assignments involve extensive research into the clinical, humanistic, and pharmacoeconomic evidence supporting the value proposition of the competition drug(s).

Entries to the National P&T Competition typically are due in late January each year. During the initial national competition semi-final rounds, judges appointed by the AMCP Foundation evaluate and score the assignments submitted by each team. The top-scoring teams advance to the final round of competition, which culminates in live presentations to a panel of judges at the AMCP Annual Meeting in March or April.

Each pharmacy school/college may enter only **one** team into the national competition. If more than one team is interested in competing, schools must decide on a single team. Many schools conduct a local competition to determine a single winning team. The local competition usually is held in January, in advance of the deadline for entries to the national competition.

Schools are free to conduct local competitions in any way that makes the best use of available resources and provides equal opportunity for all interested student pharmacists. Many schools choose to mimic the format of the national competition by having teams submit the required written assignments, followed by a mock P&T Committee presentation at a live event. Teams present their findings and recommendations to local judges, who evaluate the quality of the submissions and the strength of the evidence supporting the recommendations made. Local judges are recruited by the Competition Coordinator on behalf of the AMCP Student Pharmacist Chapter and are typically managed care, industry, or academic professionals with an understanding of real-world formulary management. These judges decide the winning team from the local competition, and the materials of the team are then submitted to the National P&T Competition.

Many AMCP Student Pharmacist Chapters conduct formal educational workshops during the fall semester to help students prepare for the competition. Some chapters are even able to work with their school administrators to develop educational workshops and the competition itself into academic credit-bearing opportunities for students (elective course, independent study or other).

The How-To Guide is provided by the AMCP Student Pharmacist Committee to assist you and your chapter in planning a local competition to be held at your school. Local competitions should be planned and organized by members of your chapter's E-Board through the leadership of a Competition Coordinator. Many chapters choose to include Competition Coordinator as an E-Board Officer position.

## **About the AMCP Foundation National Student Pharmacist P&T Competition**

The P&T competition is designed to challenge students to gain a real-world perspective of the formulary management process. Formulary management is dynamic and requires extensive and timely pharmaceutical knowledge, as well as an understanding of the medical community practice standards that exist within the health care system. A Pharmacy and Therapeutics Committee (P&T Committee) is ultimately responsible for developing, managing, updating, and administering the formulary system that is utilized by managed health care systems.

Pharmacists who serve on or provide support to P&T Committees must know how to critically evaluate the best available clinical and economic evidence, weigh their use and impact on patient population outcomes, conduct cost/benefit analyses, and relate drug therapy choices to clinical practice guidelines. Development of these necessary formulary management skills will help managed health care systems achieve the challenging goals of improving the quality of patient care while controlling scarce healthcare resources.

The P&T competition is intended to give students an opportunity to hone a variety of skills including critical analysis, presentation and research skills. More importantly, the competition allows students to view different styles and processes that can be used in effective formulary management and provides exposure to AMCP's Format for Formulary Submissions.

## Participating in the National P&T Competition

The timeline for the National P&T Competition varies from year to year. All students interested in participating in the competition should visit the [main competition website](#) and subscribe to the P&T Competition newsletter (sign up [here](#)). Competition Advisors, AMCP Diplomats, and competition mentors may also use this link to subscribe for email updates.

Important P&T Competition milestones and deadlines to watch for include the following:

- Launch of current year P&T Competition web page (August or September).
  - The web page includes information about the competition deadline and how to prepare for and enter the P&T Competition.
  - Information is available year-round on the [main P&T Competition website](#).
- Announcement to create a school account in the P&T Competition online portal (September).
  - This account is created using the student Competition Coordinator's credentials.
- Announcement to register your school's intention to participate in the National P&T Competition (September or October).
  - This is done via the account created in the online portal. You will be asked to supply contact information for your student Competition Coordinator, Chapter President, and Competition Advisor(s).
- Announcement for participating students to create individual accounts with FormularyDecisions/AMCP eDossiers (October or November).
  - This step is necessary to gain access to the manufacturer dossier for the competition study drug(s) if available.
- Release of the "P&T Competition Case Study and Team Assignments" document (October or November).
  - This document and associated materials are sent directly to your school's Competition Coordinator and Advisor(s). The Competition Coordinator is responsible for sharing them with all student teams.
- Opening of the National P&T Competition entry portal (January).
  - Each school's single entry must be uploaded to an online judging portal. The portal usually opens approximately 1 week before the stated deadline for entries.
- Announcement of National P&T Competition finalist teams (February or March).
  - If your school's team is selected as a finalist, the team members will travel to that year's AMCP Annual Meeting to compete in the live finals. Be sure to support your team if they make it to the finals!

## Conducting a Local P&T Competition

AMCP Student Pharmacist Chapters can begin setting their timeline for their local competition as soon as early fall. A sample timeline is provided below outlining detailed steps in planning your local P&T Competition.

The National P&T Competition rules stipulate that each pharmacy school/college must designate one student Competition Coordinator to serve as the primary contact person for all competing teams at the pharmacy school/college. The student Competition Coordinator is responsible for disseminating important P&T Competition materials (e.g., Case Study and Team Assignments document, monograph template) to all competing teams and keeping teams informed about P&T Competition news.

At many schools, the student Competition Coordinator also is responsible for planning the local P&T Competition. Other schools may appoint a different student (in addition to the Competition Coordinator) to plan the local competition or designate assistants to the Competition Coordinator.

The AMCP Foundation recommends adding the Competition Coordinator to the E-Board along with the President, Vice President, etc. This is helpful for both communication and organizational purposes.

The following checklist can serve as a reference for your executive team or Competition Coordinator in planning for your local competition. These steps do not necessarily need to occur in the same order nor within the same time frame. Each task can also be modified according to the needs of your school.

MONTH	TASK
<b>August</b> <i>Approximately 5 Months Prior to the Local Competition</i>	Preliminary planning for your school's chapter. <ul style="list-style-type: none"> <li>Are teams receiving course credit?               <ul style="list-style-type: none"> <li>If so, your school may require a class syllabus to be submitted to your school's administration.</li> </ul> </li> <li>Do you want to set limits on the number of students from each class year allowed on one team?</li> <li>Do you want to require prerequisite classes for team members?</li> <li>Recruit members to be involved in the P&amp;T competition.</li> <li>Assess what resources your chapter has. Faculty, preceptors, members of your AMCP affiliate, and AMCP Diplomats can all be extremely helpful in developing your P&amp;T competition.               <ul style="list-style-type: none"> <li>Details on AMCP Affiliates can be found <a href="#">here</a>.</li> <li>A roster of AMCP Diplomats can be found <a href="#">here</a>.</li> </ul> </li> </ul>

<b>October</b> <i>Approximately 3 Months Prior to the Local Competition</i>	<p>Begin planning a P&amp;T Workshop for your competitors.</p> <ul style="list-style-type: none"> <li>• This may include reaching out to potential guest speakers with P&amp;T experience or a pharmacoeconomic background.</li> <li>• Consider looking for a chapter competition mentor provide further assistance your competitors. <ul style="list-style-type: none"> <li>○ A mentor could be a previous competitor or a pharmacist with P&amp;T Committee experience.</li> </ul> </li> </ul>
	<p>Begin a student chapter sign-up for your local competition.</p> <ul style="list-style-type: none"> <li>• Form teams by creating a sign-up sheet (e.g. Google Forms).</li> </ul>
<b>November</b> <i>Approximately 2 Months Prior to the Local Competition</i>	<p>P&amp;T Competition Workshops</p> <ul style="list-style-type: none"> <li>• Hold a workshop for your contestants covering material that is unique to the P&amp;T competition.</li> <li>• Example topics can include pharmacoeconomics, disease state of the drug, and advice from a past competitor.</li> </ul>
	<p>P&amp;T Competition Planning</p> <ul style="list-style-type: none"> <li>• Start developing a timeline for your team to follow. <ul style="list-style-type: none"> <li>○ This can include creating day-of schedule details (see appendix for a Competition Schedule example).</li> </ul> </li> <li>• Invite judges to participate (see appendix for example Judging Request Letter). <ul style="list-style-type: none"> <li>○ It is recommended to recruit at least two faculty members or managed care professionals that reflect a balance of judging experience (both new and seasoned judges) and a variety of practice areas (e.g., academia, pharmacy benefit managers, health plans).</li> <li>○ Possible sources of judges include your pharmacy school/college alumni network and past speakers at AMCP Student Pharmacist Chapter events.</li> <li>○ <u>It is strongly discouraged to recruit judges employed in the pharmaceutical industry.</u> Due to confidentiality considerations, employees of biopharmaceutical companies are not permitted to access the manufacturer dossier for the drug under study.</li> </ul> </li> <li>• Reserve a space for the competition (i.e. a room at the pharmacy school).</li> <li>• Contact your chapter competition mentor (if any) about the P&amp;T Competition and coordinate a method for participants to reach out to the mentor.</li> </ul>

<b>Early December</b> <i>Approximately 1 Month (Or When Available) Prior to the Local Competition</i>	Release competition materials to local competitors. <ul style="list-style-type: none"> <li>The competition has multiple components to submit, which may be overwhelming to new participants. Release the competition material by email and provide a break-down of each of the requirements to your participants.</li> </ul>
	Develop a system for your student officer coordinator(s) or chapter competition mentor to answer questions (i.e. Google Doc or Google Form). <ul style="list-style-type: none"> <li>Consider developing an “FAQ” document so that the questions answered are made available to all competitors.</li> </ul>
<b>Late December or Early January</b> <i>Approximately 1-2 Weeks PRIOR to the Local Competition</i>	Deadline for local competition submissions. <ul style="list-style-type: none"> <li>Send out the competition agenda to judges and students.</li> <li>Send each team’s monograph to judges to review.</li> </ul>
<b>January</b> <i>The Week OF the Local Competition</i>	Local P&T competition presentations <ul style="list-style-type: none"> <li>Ensure judges and students are informed of the agenda.</li> </ul>
	Gather the necessary equipment for the day of the local competition. <ul style="list-style-type: none"> <li>Laptops, projector, camcorder</li> <li>Snacks, beverages</li> <li>Rubrics for the judges</li> </ul>
<b>Late January</b> <i>The Week AFTER the Local Competition</i>	Post-Event Tasks <ul style="list-style-type: none"> <li>Evaluate what went well, how you can improve in the future, and come up with a plan to ensure these lessons learned get passed on to younger leadership.</li> <li>Send thank you notes to all judges involved.</li> </ul>

### Optional Local Competition Tasks

- Acquire funding/sponsorship (see appendix for example Sponsorship Proposal)
- Host a post-event award ceremony/banquet (e.g. breakfast event)
- Create a class surrounding P&T (see appendix for example P&T Competition Class Syllabus Example)

Every school differs in chapter size, member participation, and structure. Simply put, these are all suggestions for your local competition and can be altered in a way that will best fit your school’s needs. The bottom line of hosting a local competition is making an ultimate decision on who will represent your school at the national competition!



## **P&T Competition Rules and Implications**

In order to participate in the P&T Competition, there are some rules and regulations that must be followed. For the complete list, please visit the link below. Here is a quick summary to get your chapter started:

- All members of teams must be active national (paid) AMCP Student Members and be enrolled full-time in an ACPE accredited Doctor of Pharmacy program.
- Materials for the current P&T Competition are only sent to student Competition Coordinators and Advisors, and only by email.
- Individual teams or team members are not permitted to contact the AMCP Foundation directly.
- Schools that do not have an AMCP chapter are still able to participate. See the full list of rules at the link below for complete requirements.
- The competition has strict guidelines regarding who is allowed to provide mentorship or advice to teams and what kind of guidance is permitted. As a general rule, specific suggestions are not permitted (an advisor may not suggest that the team add that trial to the PowerPoint; they can only suggest that team members expand their search for clinical trials). See the full list of regulations for more details on coaching.

**Please refer to the rules released by the AMCP Foundation for a comprehensive list of rules. The full competition rules can be found [here](#).**

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## Competition Schedule Example

Team Name	Arrival Time	Presentation Start	Questions Portion	End Time
Team A	8:45 AM	9:00 AM	9:25 AM	9:45 AM
Team B	9:35 AM	9:50 AM	10:15 AM	10:35 AM
Team C	10:25 AM	10:40 AM	11:05 AM	11:25 AM
Team D	11:15 AM	11:30 AM	11:55 AM	12:15 PM
Team E	12:05 PM	12:20 PM	12:45 PM	1:05 PM

## **P&T Competition Class Syllabus Example**

### **PHARMACY COURSE #100 Pharmacy & Therapeutics Competition**

**Credit hours: 3 Quarter / 2 Semester**

**Professor Name:** Emily Jones, PharmD, PhD

**Semester:** Spring

**Number of Students:** 8

**Number of Hours Required:** 90 hours of work by student = 2 semester credit hours

#### **Description**

The Pharmacy & Therapeutics competition is designed to expose pharmacy students to the process of formulary management. Students will learn to develop and manage a formulary system through evaluating literature, conducting comparative studies, and making real life decisions based on cost-benefit analysis.

Students will have the opportunity to hone a variety of skills including critical analysis, presentation and research skills. The competition is designed to challenge students to gain a real world perspective of the formulary management process.

#### **Objectives**

1. Understanding the significance of formulary management, including research and justification for inclusion in a formulary.
2. Develop a drug monograph utilizing research concerning disease state background, clinical trial reviews, and pharmacoeconomics of a drug.
3. Evaluate literature and critically analyze scientific, clinical, and economic evidence.
4. Determine the impact of medication use on patient population outcomes, conduct cost/benefit analyses, and relate drug therapy choices to current practice guidelines.

### **Judging Request Example**

Dear Dr. John Doe,

My name is Jane Smith, the P&T Competition Coordinator of the AMCP chapter at the University College of Pharmacy. We are proud to announce that our school will be hosting our first ever local P&T competition. We believe this competition will be an essential part of the growth of our AMCP chapter at the University College of Pharmacy. This opportunity provides students with the ability to learn more about formulary management, extensive research, and collaboration.

We are hosting a local P&T Competition this year and would love to have you as a judge. We are currently planning for the competition to be held during the dates of January 10th - January 13th. If you are able to assist us by participating as a judge, please let us know of your availability during these days. We look forward to hearing back from you soon!

Sincerely,  
Jane Smith

### **Judging Confirmation Example**

Dear Dr. John Doe,

Thank you once again for volunteering to be the judge for this year's Pharmacy & Therapeutics Competition. The competition will take place on January 13th at 9:00 AM - 1:30 PM at the University Health Sciences Building in Room 1. We have 5 teams competing this year and I am excited to share their work with you.

Building Address:

Medical Sciences Building Room #1  
2000 Red Tree Rd.  
Alexandria, VA 22222

Parking Address:

Visitor Parking Garage  
2100 Red Tree Rd.  
Alexandria, VA 22222

The student teams will complete and submit their competition submission by 11:59 PM on January 9th. We will forward their submissions shortly after this time, prior to the presentation day.

For the January 13th presentation portion, we would greatly appreciate it if you could arrive to Room 1 at 8:45 AM. All materials will be electronic during this year's competition. We ask that you bring laptops, or print any of the materials that you would like for reference. We will have the powerpoint and grading rubric printed for use during the completion. The first team will start their presentation at 9:00 AM.

Please feel free to contact me at any time if you have any questions. We sincerely appreciate all your help.

Sincerely,  
Jane Smith

## Sponsorship Proposal Example

Dear Dr. John Doe,

The AMCP P&T Competition is an essential component to our student's professional development and growth. The competition serves as an opportunity for students to understand the clinical and pharmacoeconomic aspect of drugs. We believe that our efforts could go even farther with your ongoing support. We would like to ask if you would consider sponsoring our P&T Competition. There are three sponsorship tiers available to choose from, and you may choose to contribute as an individual or on behalf of your company.

**BRONZE SPONSORSHIP**

\$ 50.00

Company logo display at AMCP website and opportunity to be a speaker at one of our general meetings

**SILVER SPONSORSHIP**

\$ 100.00

Above benefits plus company logo on all AMCP presentations/handouts for one year with the exception of P&T Competition related materials

**GOLD SPONSORSHIP**

\$ 250.00

Above benefits and company logo on all P&T Competition materials and presentations, opportunity to speak as a keynote speaker at P&T competition award ceremony and the company banner at the P&T Competition

Thank you for your consideration and your support of our AMCP Chapter!

Sincerely,  
Jane Smith