

The School of Pharmacy Relations Committee has developed a calendar of suggested activities for Diplomats. If you have any suggestions, please email studentdevelopment@amcp.org.

August

- Attend the Diplomat webinar
- New academic year preparations
 - Confirm the AMCP Chapter has access to AMCP promotional or marketing materials (i.e., how to sell managed care to the new students and build a strong chapter)
 - They are all located in the Student Pharmacist Center under [“Student Pharmacist Chapters”](#)
 - If your school has one, offer to help at the AMCP table during “organization day”
 - Contact chapter presidents and faculty advisors to introduce yourself and review the semester agenda/calendar. Be sure to let them know the types of activities you are able to support.
 - Plan activities for the first semester
- Complete Diplomat Activity Report if applicable

September

- Watch for Diplomat E-Link
- Encourage students to attend the “What is Managed Care Pharmacy? Webinar” held in the 3rd week of September.
- Speak with chapter members about the Nexus conference
- Help student pharmacist members prepare for PGY1 Residency Match and industry fellowships
 - Promote the Managed Care Pharmacy Residency & Fellowship Showcase at Nexus.
 - Point students to the resources specific to managed care pharmacy (such as the following) are available on www.amcp.org at [Resident/Fellow Resource Center](#)
 - *Residents & Fellowships Directory*
 - *Tips for Applying for a Residency or Fellowship*
 - Promote and volunteer to participate in the AMCP mock interviews program
- Complete Diplomat Activity Report if applicable

October

- National P&T Competition opens – watch for AMCP Foundation Announcement
- AMCP Nexus
 - Make arrangements to meet with any students from your chapter/school
 - Volunteer to be a Conference Buddy

- Attend the Diplomat meeting as well as the Student & New Practitioner Networking Reception
- Complete Diplomat Activity Report if applicable

November

- Watch for Diplomat E-Link
- There are a few programs that may interest students:
 - AMCP APPE experiences - The deadline to apply is in mid-December. Information can be found [here](#).
 - AMCP Foundation Summer Internships - Applications open in October/November, and the deadline is January. Students will be notified in March. Information can be found [here](#)
 - AMCP Executive Fellowship in Health Care Association Leadership – Applications open in October and close in late November. Information can be found [here](#).
- Begin planning for second-semester activities
- Continue to assist Student Pharmacist Members in preparing for PGY1 Residency Match and ASHP Midyear Residency Showcase.
- Complete Diplomat Activity Report if applicable

December

- ASHP Midyear
 - If you are at the conference, make arrangements to meet with students from your chapter/school
- Support your chapter with P&T competition (e.g., act as a judge for local competitions, or discuss topics such as an overview of P&T in real-world practice, pharmacoeconomics, or how to develop a monograph). P&T competition information can be found [here](#).
- Remind students about the AMCP APPE experience and Summer Internship applications
- Complete Diplomat Activity Report if applicable

January

- Watch for Diplomat E-Link
- Help student pharmacist members prepare for PGY1 Residency Match and industry fellowships
 - Promote and volunteer to participate in the AMCP mock interviews program
- Check in with the faculty adviser to see how it is going
- Assist in planning second-semester activities
- Complete Diplomat Activity Report if applicable

February

- Work with chapter advisor and chapter president on submitting the graduation cord request form
- Complete Diplomat Activity Report if applicable

March/April

- Watch for Diplomat E-Link
- AMCP Annual Meeting
 - National P&T Competition Finals held
 - Make arrangements to meet with any students from your chapter/school
 - Volunteer to be a Conference Buddy
 - Attend the Diplomat meeting as well as the Student & New Practitioner Networking Reception
- Complete Diplomat Activity Report if applicable

May

- Watch for Diplomat E-Link
- Send out student pharmacist retention letters to graduating seniors (letter template to be sent by staff)
- Contact your AMCP chapter and set a time to talk with the new president or advisor over the summer
- Promote the Chapter of the Year Award and work with your chapter to submit it before the July deadline
- Complete Diplomat Activity Report if applicable

June

- Work with new AMCP chapter leaders to complete the Chapter Officer Contact Form
- Complete the Annual Diplomat Survey, which is sent via email

July

- Watch for Diplomat E-Link
- Begin planning for the academic year
 - Outreach to Dean ("Introduction letters," "Talking Points for Deans")
 - Outreach to incoming AMCP chapter executive board members
 - Establish communication preferences, expectations, and deadlines for a draft semester agenda or calendar
 - Offer meeting ideas
 - Referrals for potential pharmacy professionals
 - Unique presentations or events or programs

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