



# 2023-24 DIPLOMAT HANDBOOK



#### **About AMCP**

AMCP is the professional association leading the way to help patients get the medications they need at a cost they can afford. AMCP's diverse membership of pharmacists, physicians, nurses, and professionals in life sciences and biopharmaceutical companies leverage their specialized expertise in clinical evidence and economics to optimize medication benefit design and population health management and help patients access cost-effective and safe medications and other drug therapies. AMCP members improve the lives of nearly 300 million Americans served by private and public health plans, pharmacy benefit management firms, and emerging care models.

AMCP advocates at the national and state level for developing and applying evidence-based medication use strategies that improve access to medication, enhance patient and population health outcomes, and safeguard the wise use of health care dollars.

#### **AMCP Vision**

Optimizing medicine. Improving lives.

#### **AMCP Mission**

To improve patient health by ensuring access to high-quality, cost-effective medications and other therapies.

## Introduction to this Handbook

AMCP has developed the Diplomat Handbook to answer any questions about responsibilities, AMCP student chapters, and AMCP that may arise throughout the year. In addition, it contains a variety of resources that will help you succeed.

If you have any suggestions regarding the enclosed material, don't hesitate to contact AMCP Student Development at <a href="mailto:studentdevelopment@amcp.org">studentdevelopment@amcp.org</a> or access our <a href="mailto:Diplomat Resource Center">Diplomat Resource Center</a>.

## **AMCP Student Development Team**

Zack Riley
Manager, Student Pharmacist & New Practitioner Programs
<a href="mailto:zriley@amcp.org">zriley@amcp.org</a>, 703-684-2653

Betty Whitaker, CAE, VP Membership & Volunteer Experience <u>bwhitaker@amcp.org</u>, 703-684-2602

#### **AMCP Main Office**

AMCP
675 N. Washington Street, Suite 220
Alexandria, VA 22314
www.amcp.org
studentdevelopment@amcp.org



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# **Section 1:**

# **AMCP Diplomat Program**

# **Diplomat Operations**

## **Purpose**

The Diplomat Program is designed to:

- Raise faculty awareness of AMCP and managed care pharmacy;
- Expose student pharmacists to career opportunities in managed care pharmacy; and
- Enhance communication between the Schools/Colleges of Pharmacy and local AMCP members.

## **Diplomat Program Overview**

The AMCP Diplomat Program is a great resource for student pharmacists because it puts them in contact with real-world managed care professionals! How does it work? An AMCP member volunteers to be assigned to a school/college of pharmacy to serve as a resource on managed care pharmacy information and opportunities. Diplomats can speak or find speakers and assist with projects or meetings. To learn more about the AMCP Diplomat Program and to access a roster of Diplomats, visit the Diplomat Center at <a href="https://www.amcp.org/DiplomatCenter">www.amcp.org/DiplomatCenter</a>.

Members of the AMCP Schools of Pharmacy Relations Committee provide oversight of the AMCP Diplomat Program. Four Diplomat Regional Directors serve as liaisons between the Schools of Pharmacy Relations Committee and the Diplomats. The goal is to have at least one Diplomat assigned to each school/college of pharmacy. Some schools/colleges have two Diplomats who share the responsibility.

## **Diplomat Appointment Process**

## **Diplomat Qualifications**

Diplomats must be AMCP members, have a sense of volunteerism, and desire to further the mission of AMCP with the schools/colleges of pharmacy. The Diplomat will need to exhibit leadership skills to develop and foster a positive relationship between AMCP and the schools/colleges of pharmacy. The ideal Diplomat must have a commitment to AMCP and student pharmacists. Strong communication skills and regular follow-up are key to success and achieving the goal of increasing awareness and activity at the respective school/college of pharmacy.



The Diplomat will help create a greater understanding and appreciation of managed care pharmacy among students and faculty members; develop opportunities to facilitate the incorporation of managed care pharmacy concepts into curricula; and engage AMCP student pharmacist members by serving as a liaison between the schools, local AMCP members, and AMCP.

#### **Diplomat Appointment and Term**

AMCP members who wish to volunteer to serve as the Diplomat for a specific school/college of pharmacy, preferably located near where they live, may apply online through the AMCP website (<a href="https://www.amcp.org/resource-center/group-resources/diplomats-resourc

The Diplomat will serve in this role until such time that s/he is no longer able to or it is determined that the Diplomat has not fulfilled the minimum duty requirements. In addition, Diplomats will be asked to re-confirm their commitment as a diplomat every three years via email. The confirmation email will allow diplomats to "opt-in" or "opt-out" of continuing to serve. For those schools with AMCP members awaiting Diplomat positions OR Co-Diplomats for consecutive years, AMCP may include this information in the email to better inform their decisions. Those choosing to "opt-out" will be encouraged to provide transitional support to the incoming Diplomat.

## **Diplomat Responsibilities**

The Diplomat will be required to do the following (at a minimum):

- Complete the Annual Diplomat Survey (sent via email in mid-summer)
- Have ongoing communications with a faculty contact and/or AMCP Chapter Advisor regarding AMCP activities and resources.
- Visit with the school/college of Pharmacy and meet with student pharmacists, AMCP
- chapter and/or faculty contacts; and
- If the school/college has Co-Diplomats, coordinate activities/reporting to ensure requirements are completed.
- Review the Diplomat E-Link to stay up to date on the latest Diplomat Spotlight and resources.

The Diplomat is strongly encouraged to do the following:

- Encourage the faculty to learn more about managed care pharmacy.
- Distribute AMCP materials to key contacts at the school.
- Participate in Career Day at the school.
- Interface with and be a resource for AMCP Student Pharmacist Members and the AMCP Student Chapter (if one exists at your school).
- Distribute managed care internship and residency information.
- Offer to present a lecture on managed care pharmacy or secure a speaker.



- Encourage the formation of an AMCP Student Chapter, if one does not already exist.
- Foster communication between schools with and without AMCP Student Chapters.
- Identify student pharmacist leaders who may be potential AMCP Student Pharmacist Committee members and report to AMCP staff.
- Attend the Diplomat Meeting at each of the AMCP national meetings.
- Encourage faculty to join AMCP.
- Link local AMCP members and other managed care pharmacy professionals with student pharmacists.
- Promote the Student Pharmacist Center on the AMCP website www.amcp.org/students
- Participate in the national meetings & conference buddy program.

## **Diplomat Reports and Evaluations**

#### **Diplomat Activity Report**

This form is to be completed after each activity the Diplomat participates in or at least once a year. The form is found under Diplomat Center on the AMCP website - <a href="https://www.amcp.org/resource-center/group-resources/diplomats-resources

#### **Diplomat Annual Evaluation Survey**

Mid-summer, Diplomats will be sent a survey to complete. This survey is a time to reflect on the opportunities and challenges you encountered during the year. It is also a mechanism to let staff know what tools or resources you could have used to make it easier for you to fulfill your responsibilities.

## **Diplomat Program Participant Descriptions**

## **AMCP School of Pharmacy Relations Committee**

The AMCP School of Pharmacy Relations Committee oversees the Diplomat Program. They develop resources and education to assist the Diplomat in their role.

## **Diplomat Director**

The Schools of Pharmacy Relations Committee Chair acts as the Diplomat Director. They oversee the Diplomat Program and conduct the Diplomat Meeting at each national AMCP meeting. In addition, the Diplomat Director serves as a resource to the Diplomat Regional Directors, the Diplomats, and the AMCP staff liaison.

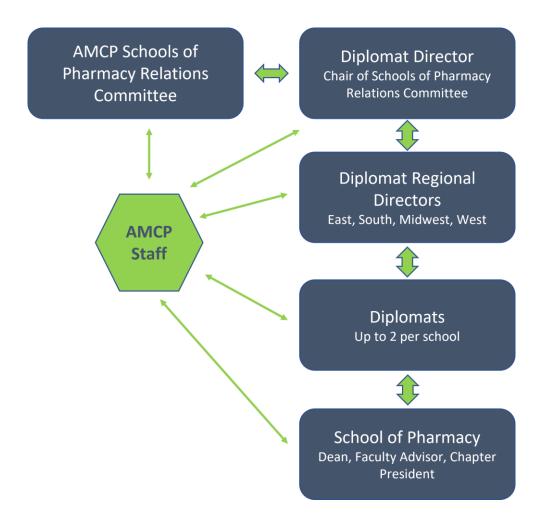


#### **Diplomat Regional Directors**

Four Diplomat Regional Directors (East, South, Midwest, and West) are the primary conduits between the Diplomats in their region and AMCP staff/headquarters. In addition, the Regional Directors also serve as a mentor for the Diplomats in their region.

#### **AMCP Staff**

The AMCP Manager of Student Pharmacist and New Practitioner Programs serves as the Diplomats' primary contact at AMCP headquarters. Staff will provide tools and information to assist the Diplomats and provide periodic reports and evaluations to the Schools of Pharmacy Relations Committee.





## **Diplomat Regional Directors**

The country is divided into four regions. Each Regional Director serves as a resource for Diplomats in their area. The regions are as follows:

#### East

Regional Director: Christine Dube <a href="mailto:christine.dube@astrazenec">christine.dube@astrazenec</a> a.com

- Connecticut
- Delaware
- Maine
- Maryland
- Massachusetts
- New Hampshire
- New Jersey
- New York
- Pennsylvania
- Rhode Island
- Vermont
- Virginia
- Washington, DC
- West Virginia

#### South

Regional Director: Shobna Butler sdbutler@b-wellness.com

- Alabama
- Arkansas
- Florida
- Georgia
- Louisiana
- Mississippi
- North Carolina
- South Carolina
- Tennessee
- Puerto Rico

#### Midwest

Regional Director: Amanda Bain Amanda.bain@osumc.edu

- Illinois
- lowa
- Indiana
- Kansas
- Kentucky
- Michigan
- Minnesota
- Missouri
- Nebraska
- North Dakota
- Ohio
- South Dakota
- Wisconsin

#### West

Regional Director: Michael Pazirandeh mpaziran@gmail.com

- Alaska
- Arizona
- California
- Colorado
- Hawaii
- Idaho
- Montana
- New Mexico
- Nevada
- Oklahoma
- Oregon
- Texas
- Utah
- Washington
- Wyoming

#### **AMCP Collaborate**

AMCP Collaborate is a way for members to discuss common issues virtually, exchange ideas, and learn from each other. In addition to the Open and Student Forums, a group is set up exclusively for you. All Diplomats are automatically added. We encourage you to use this to reach out to your fellow Diplomats for ideas and solutions throughout the year.

# **Diplomat Best Practices**

The following examples are taken from a review of the Diplomat Activity reports. These practices are meant to serve as a guide for Diplomats to consider when planning activities with the schools/colleges of pharmacy.

## **Topics for On-Campus and Virtual Visits**

Visits may be held in conjunction with AMCP student chapter meetings, career days, organizational information days, and/or a town hall format. Suggested topics:



- Benefits of AMCP and why membership is important
- Benefits of establishing a new AMCP student chapter
- Managed care pharmacy career options (a panel format may be helpful)
- Managed care internship opportunities (e.g., AMCP Foundation internships)
- Managed care residency and fellowship opportunities
- APPE opportunities
- National P&T Competition support
- Things to do at a national AMCP meeting (e.g., sessions to attend, networking opportunities)
- Build your brand.

#### **Formal Presentations**

Several prepared PowerPoint presentations can be found under the Diplomat Center on the AMCP website at <a href="https://www.amcp.org/about/managed-care-pharmacy-101/managed-care-pharmacy-power-point-presentations">https://www.amcp.org/about/managed-care-pharmacy-101/managed-care-pharmacy-power-point-presentations</a>. These presentations are updated regularly by AMCP members. Examples of topics include:

- What is Managed Care Pharmacy?
- Principles of Managed Care Pharmacy
- Formulary Design & Development
- Access & Reimbursement
- Care Delivery Models
- Career Opportunities
- Principles of HEOR
- Quality
- Technology & Information

## **Other Activity Ideas**

- Assemble informational packets/folders containing key resources (see printed resources below)
- Coordinate shadowing opportunities at a place of employment
- Coordinate local managed care resources to support shadowing, speaking, roundtable, etc., and engagement opportunities between professionals and student pharmacists
- Coordinate an on-site visit to local managed care organizations (e.g., mail service facilities, Medicaid, PBM corporate offices)
- Investigate offering experiential rotations at places of employment
- Serve as a judge for the local AMCP Student Chapter's P&T Competition
- Teach a managed care elective course or lecture in a course
- Support student involvement in AMCP Affiliate Events
- Sponsor student pharmacists to attend AMCP Annual or AMCP Nexus



# **Section 2:**

# **AMCP Overview and Highlights**

# **AMCP Student Pharmacist Program**

# **Student Pharmacist Membership Benefits**

AMCP Student Pharmacist Membership offers countless networking opportunities and multiple services and benefits. In addition, student publications, conference discounts, and other professional services reserved for active members are available.

Listed below are many of the services that AMCP Student Pharmacist Members receive for the annual membership fee of \$45. Benefits include:

#### AMCP Student Pharmacist Chapter Competitions

AMCP Foundation Pharmacy & Therapeutics Competition

#### AMCP Communications

- Chapter E-Link (August/September, November, January, March, April, May/June)
- AMCP Daily Dose (daily email)
- AMCP News & Views (monthly e-newsletter)
- Facebook, LinkedIn, and Twitter
- AMCP Collaborate
- www.amcp.org

#### Awards and Leadership Opportunities

- Chapter Member of the Year Award
- Chapter of the Year Award
- Chapter Leadership Academy
- Student Pharmacist Committee

#### Conferences: Discounted Registration for AMCP Student Members

- AMCP Annual Meeting
- AMCP Nexus

#### Mentoring Opportunities

- AMCP Conference Buddy Program
- AMCP Mock Interview Program



Student Pharmacist Members can access <u>PowerPoint presentations</u>, <u>resources</u>, and <u>project toolkits</u> regarding chapter operations such as the P&T Competition, networking events, and fundraising ideas on the AMCP website! Please make sure to view all the resources that are available to you and your chapter.

## **AMCP Student Chapters**

A complete list of the AMCP Student Chapters – with officer and advisor contact information – can be found on the AMCP website at <a href="https://www.amcp.org/students.">www.amcp.org/students.</a>. Members must be logged into their accounts to access this information. In addition, important Chapter Operations information, Project Toolkits, and Chapter Activation Guidelines can also be found under the Student Center of our website.

Note that some chapters have chapter-only members. These are not considered AMCP members and do not receive benefits.

## **AMCP Foundation National P&T Competition**

The local and national Competition is intended to allow students to hone various skills, including critical analysis, presentation, and research skills. More importantly, the Competition will allow students to view different styles and processes used in effective formulary management and provide exposure to and a working knowledge of AMCP's Format for Formulary Submissions. Students must have national membership to participate.

The deadline for submitting the Chapter's P&T Competition registration form is generally between mid-October to early November.

Chapters often host local competitions within the school, which is a great membership recruitment strategy. Many Diplomats act as judges for these competitions. In addition, the winning local team is often submitted on behalf of the chapter in the National P&T Competition. The deadline for Chapter submission is late January/early February. Eight (8) AMCP Chapters from the submissions will be selected to compete at the national Competition held in conjunction with the AMCP Annual Meeting & Expo held in the spring.

More information can be found here.

## **Chapter Collaboration Program (Chapter Collab)**

The purpose of Chapter Collab is to provide a forum for student pharmacists to collaborate, exchange ideas, and network with students from other chapters. Whether it be explaining managed care pharmacy to first-year students, hosting a Pharmacy & Therapeutics Competition, or recruiting new members, we all face similar challenges.

New chapters may struggle to figure out best practices while established chapters seek new ideas and programs for their members. Although student chapters may be geographically close,



members may not have the opportunity to collaborate with one another. Through Chapter Collab, chapters will have a chance to share resources, achieve goals that cannot be achieved alone, and learn about best practices. As they learn from one another, chapters will be able to gather, modify, and implement new programs to achieve their goals and overcome their challenges.

## **Chapter Leadership Academy**

AMCP Chapter Officers are invited to participate in the half-day AMCP Chapter Leadership Academy held each year in conjunction with the AMCP Annual Meeting & Expo. Up to four Chapter leaders will learn the needed "how-to's" to ensure a successful AMCP Student Chapter. In addition, a limited stipend to apply for travel and hotel accommodations is provided to two of the four leaders from each Chapter.

The half-day event aims to arm AMCP chapter officers with tools that can be used upon return to their chapter. It is recommended that the chapter officers who attend are those who will hold office in the upcoming academic year. The AMCP Chapter Leadership Academy features a keynote address, chapter projects, and networking with other chapter leaders. Invitations will be sent to each faculty advisor in mid-January.

# **AMCP Membership Highlights**

## **AMCP Membership Categories**

AMCP has several membership categories that provide a professional home for those who support the AMCP vision and mission.

- Active Member Pharmacists, Physicians, Nurses, and Physician Assistants who are licensed or eligible for licensure to practice in the United States. Active members hold full voting rights and may serve on all AMCP committees and run for the Board of Directors.
  - New Graduates Members who have graduated in the last two years receive a 50% discount off dues.
- **Student Pharmacist Member** Must be enrolled full-time in a school or college of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE). Student Pharmacist Members may serve on a number of AMCP committees but may not vote in AMCP elections.
- Resident/Fellow/Graduate Student Member Must be enrolled full-time in a
  graduate/postgraduate school program recognized by ACPE or practicing full-time in a
  residency or fellowship related to pharmacy or managed care pharmacy. Those in this
  membership category may serve on a number of AMCP committees and vote in AMCP
  elections.
- Associate Member Healthcare and related professionals who support the mission and objectives of AMCP but do not hold a license as a pharmacist, physician, nurse, or physician assistant. Those in this category may serve on committees but do not vote in elections.



## **AMCP Leadership & Representation**

AMCP members are well represented by members in leadership roles. AMCP Chapter Officers are encouraged to get to know their elected and appointed representatives.

- The **AMCP Board of Directors**, composed of nine Active elected members and the AMCP CEO, provides strategic direction for AMCP and representation for all members.
- **AMCP Committees** direct AMCP's activities, ranging from professional practice to planning the educational programming for AMCP national meetings.

#### AMCP Resources and Publications

**Journal of Managed Care & Specialty Pharmacy (JMCP)** Be the first to know about the latest research in managed care pharmacy. JMCP is dedicated to improving the quality of care delivered to patients by providing readers with the results of scientific investigation and evaluation of the health and economic outcomes of pharmacy services and interventions. JMCP is sent monthly to all Active and Associate members and is always available at <a href="https://www.jmcp.org">www.jmcp.org</a>.

**AMCP Daily Dose™** (Member-only) This e-publication keeps you updated on the news and information affecting you today. Pulled from news sources across the country, AMCP's Daily Dose® is delivered to all members' inboxes each weekday morning.

**AMCP News & Views** (Member-only) Stay abreast of the latest AMCP news and information via this monthly e-newsletter. Get updates about AMCP's ongoing advocacy efforts, coalition involvement, and more!

**AMCP Legislative/ Regulatory Briefing** (Member-only) Stay up to date on recent legislative and regulatory developments and actions that AMCP has taken on behalf of members in this monthly epublication. Each edition includes links to the letters and comments sent to various federal agencies and lawmakers that lay out managed care pharmacy's stance on the issues.

## **AMCP Meetings & AMCP Learn**

#### **AMCP National Meetings**

AMCP hosts two national meetings yearly: the AMCP Annual Meeting in the spring and AMCP Nexus every fall. Both events draw thousands of the nation's top managed care pharmacy leaders and feature renowned keynote speakers, an array of cutting-edge educational sessions, extensive networking opportunities, and an exhibit hall of companies and organizations sharing their latest innovations and services. Some student-related activities relevant to your school chapter include the Chapter Leadership Academy at the AMCP Annual Meeting and Residency Showcase at AMCP Nexus. There are also Diplomat meetings at each conference, and you are encouraged to attend student networking events and serve as a Conference Buddy.



#### **AMCP Learn**

AMCP Learn is the online learning platform for the managed care professional. It is your one-stop shop for round-the-clock access to managed care continuing education. With over 50 free and reduced-rate programs for members, you are sure to find just the right program to further your knowledge. Our most popular topics include biosimilars, specialty drug trends, personalized medicine, pricing, and emerging therapies. Learn more at <a href="https://www.amcplearn.org/">https://www.amcplearn.org/</a>.

#### **AMCP Fundamentals of Managed Care Pharmacy Certificate Course**

This <u>online program</u> provides an updated, comprehensive introduction to basic concepts in managed care pharmacy. This program is designed for pharmacists, pharmacy residents, managed care/managed markets team members, and other individuals who are interested in expanding their understanding of managed prescription drug benefits.

In the <u>professional version</u>, pharmacists can earn 8.75 contact hours (0.875 CEUs) of continuing pharmacy education (CPE) credit. The student version is designed for pharmacy students and allied health professionals interested in expanding their understanding of managed prescription drug benefits. Several schools use this as part of their program for students. Bulk pricing is available.

## **AMCP Policy Issues & Advocacy**

AMCP advocates on behalf of managed care pharmacy to ensure that the interests of the members and the patients they serve are considered in federal and state health care policy decisions that could impact the profession. AMCP also represents managed care pharmacy in meetings with federal agency officials and by submitting comments on proposed rules and regulations.

- Policy Positions AMCP has developed policy and established position statements on many issues affecting managed care pharmacy and the pharmacy profession in general. If you have ever wondered what AMCP may "think" about an issue, you can find out by reviewing the <u>AMCP Policy Digest</u>. The Policy Digest lists short paragraphs documenting AMCP's position on professional practice and policy issues.
- Where We Stand Position Statements The Where We Stand series represents AMCP's
  position statements on various issues impacting managed care pharmacy. AMCP's position
  statements are regularly reviewed and updated by the AMCP Board of Directors. These can
  be found at <a href="https://www.amcp.org/policy-advocacy/policy-advocacy-focus-areas/where-we-stand-position-statements">www.amcp.org/policy-advocacy/policy-advocacy-focus-areas/where-we-stand-position-statements</a>
- Advocacy Just as national and state laws and regulations regulate the traditional practice
  of pharmacy, so too is pharmacy practice in managed care. It is important for you to be aware
  of and understand proposed legislation and regulations that affect managed care pharmacy.
  Under the Policy Issues & Advocacy section on the AMCP website, you will find information
  related to Federal and State legislation and regulatory issues, including updates on Health
  Care Reform and Medicare Part D, and the <u>AMCP Advocacy Center</u>.



## **AMCP Foundation**

The AMCP Foundation is a research, education, and philanthropic organization supporting AMCP, the leading professional association in managed care. They improve health outcomes by developing managed care pharmacy leaders through immersive education and research about the evolving health care environment.

**AMCP Foundation Mission** – Advance the quality and affordability of our health care system by promoting the application of medication-related research and education.

The AMCP Foundation sponsors the P&T Competition and has several internships. To learn more about these opportunities, explore the AMCP Foundation website at <a href="https://www.amcpfoundation.org">www.amcpfoundation.org</a>.



# **Section 3:**

# **Additional Resources**

## **Resources for Diplomats**

The Schools of Pharmacy Relations Committee and AMCP staff have several tools for you. All of them can be found at <a href="https://www.amcp.org/DiplomatCenter">www.amcp.org/DiplomatCenter</a>.

- The AMCP Diplomat Center
  - o AMCP Diplomat Handbook This guide is your reference throughout the school year.
  - P&T Resources This includes webinar recordings and other files that may help your school prepare to compete.
  - Dean/Faculty communication ideas include a letter to introduce yourself to the Dean, talking points, and a "What is Managed Care Pharmacy?" flyer.
  - Managed Care Information This includes PowerPoint presentations on various topics you can use and share.
- <u>AMCP Diplomat Roster</u> A way to collaborate with fellow Diplomats on student pharmacist activities. Must be logged in to access Diplomat's contact information on the website.
- <u>AMCP Collaborate</u> Diplomat Group AMCP Collaborate is AMCP's member-only private social network. In addition to Open and Student Forums, there is a private group for Diplomats to share ideas and address problems together.
- AMCP Diplomat eLink The e-newsletter is sent six times a year to all Diplomats. It provides updates on the Diplomat and Student program and shares best practices from our spotlighted Diplomat.

## **Resources for Students**

The Student Pharmacist Committee and AMCP staff have developed several tools for students and chapters. All of them can be found at <a href="https://www.amcp.org/students">www.amcp.org/students</a>. They include:

- Chapter Activation Kit
- Student Chapter Operations Manual
- Student Chapter Toolkits on a variety of topics
- List of Student Pharmacist Chapters, including their officers and chapter advisers
- Chapter Leadership Academy past projects
- AMCP P&T Competition information



- Internship and APPE information
- Residency & Fellowship information

#### **Resources for Educators**

AMCP has several resources that educators in the classroom can use. They include:

- <u>Faculty Resource Center</u> includes information about the different programs (such as Diplomats) and resources that AMCP can provide.
- <u>AMCP Managed Care Curriculum</u> This was developed to assist faculty and managed care pharmacists tasked with creating a managed care pharmacy course or adding managed care pharmacy principles to the current didactic component of the curriculum. AMCP is in the process of updating this publication.
- <u>Managed Care PowerPoint Decks</u>- Over 20 slide decks that are reviewed and updated regularly, these slide decks are an excellent tool when presenting to a class or group of student pharmacists. Use these ready-made presentations or combine several slide decks to create a custom presentation.
- <u>AMCP Fundamentals of Managed Care Pharmacy Certificate Course</u> This program provides an updated, comprehensive introduction to basic concepts in managed care pharmacy. Bulk pricing is available for those interested in using it in their classroom.
- AMCP Webinars AMCP's webinar program covers various disease states and managed care pharmacy topics. A listing of upcoming webinars can be found on our <u>calendar of events</u>, and <u>webinar recordings</u> are posted within the AMCP Resource Center.

