

Association Management

Advanced Pharmacy Practice Experience (APPE)

2022-2023 Syllabus

AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY

Primary Preceptor Information:

Kelly Ragucci, Pharm.D., FCCP, BCPS
Vice President of Professional Development
E-mail: kragucci@aacp.org
Phone 843-697-2342

Terri Moore, Ph.D., MBA, R.Ph., CPH
Senior Director of Academic Services
E-mail: tmoore@aacp.org
Phone 703-479-1018

Sarah Shrader, Pharm.D., FCCP, BCPS
Senior Director of Academic Programs/Professional Development
E-mail : sshrader@aacp.org
Phone 843-906-5598

COURSE CREDIT AND COURSE SECTION NUMBER

Determined by the college/school of pharmacy.

SITE DESCRIPTION

The American Association of Colleges of Pharmacy (AACP), founded in 1900, is the national organization representing pharmacy education in the United States. Pharmacy is the third largest health profession – after nursing and medicine – with more than 300,000 clinicians practicing in community-based practices, hospitals/health systems and many other healthcare settings.

The mission of AACP is to lead and partner with our members in advancing pharmacy education, research, scholarship, practice and service to improve societal health.

AACP provides member services – including meetings and events, webinars, continuing education, publications, reports and searchable directories for faculty, speakers and grants. AACP also works to promote the profession of pharmacy and the value of pharmacy education to audiences beyond the academic community.

AACP Mission

Advance pharmacy education, research, scholarship, practice and service, in partnership with members and stakeholders, to improve health for all.

AACP Vision

We envision a world of healthy people through the transformation of health professions education.

For more information about AACP please visit: www.aacp.org

PREREQUISITES

The experience is intended to be an elective advanced pharmacy practice experience (APPE) of a school or college of pharmacy's curriculum-based experiential program. **Requests to participate are coordinated through and received from the experiential program staff of the school or college of pharmacy.** Prior to this elective, each student pharmacist must successfully complete all required APPE prerequisite courses as determined by the student's Experiential Education Office. APPE student pharmacists selected for the AACP Association Management rotation:

- Must have a strong interest in national association management and academia.
- Must be a full-time student pharmacist in good academic standing,
- Should be a member of AACP,

COURSE DESCRIPTION

The AACP Association Management Elective Advanced Pharmacy Practice Experience (APPE) provides student pharmacists with a unique experience within a healthcare professional association. During this APPE, student pharmacists will be expected to utilize abilities learned previously in the curriculum to meet general course objectives set by the student's school and AACP's site specific objectives. This unique and innovative opportunity allows student pharmacists to mature professionally in accordance with their individual interests. As a member of the AACP Team, APPE student pharmacists will participate in daily association management practices while contributing to the various programs, products and services offered to AACP members.

The APPE schedule is designed to be 4-6 weeks in duration (virtual rotations may be accommodated based on the situation). AACP will accommodate longer rotation schedules on an individual basis. Available rotation months are September, October, January, March and April. AACP anticipates having no more than one (1) APPE student pharmacist during a rotation session. Members of the AACP staff will serve as preceptors within their area of expertise. The areas of focus for AACP include: Academic programs, Advocacy/Government Affairs, Professional Affairs, Research and Graduate Education and Association Management.

GOALS

To meet the goals of the AACP Association Management APPE, student pharmacists will be expected to collaborate with staff, members, and other healthcare association professionals. Under the supervision of a preceptor, the goals for student pharmacists include, but are not limited to:

- Understand a national association's service to the profession, and the healthcare professional's role in this setting.
- Develop professionalism skills, attitudes and values of a healthcare practitioner in an association management setting.

- Expand and utilize communication skills applicable for a healthcare professional in an association management setting.
- Contribute to new and/or ongoing association programs, products and services which meet current member needs.

LEARNING OBJECTIVES

Upon completion of the AACP Association Management elective, and under the supervision of a preceptor, the student pharmacist shall be able to:

- Describe the AACP mission and its role in pharmacy education, interprofessional education and higher education, in general.
- Identify AACP programs, products and services provided to members, including faculty, deans, staff, and pharmacy education institutions.
- Describe the organizational and reporting relationships of the association.
- Describe the management functions of AACP including personnel management, marketing of services, financing, capital budgeting, and legal and regulatory standards.
- Identify relevant policy and regulatory issues of AACP and academic pharmacy.
- Accept responsibility of work; demonstrate initiative and self-directed learning.
- Model professional demeanor and conduct.
- Exhibit professional appearance.
- Demonstrate sensitivity and respect to culturally diverse populations.
- Apply feedback and constructive criticism to work products and/or relationship building, as appropriate.
- Establish collaborative relationships with AACP staff and members.
- Demonstrate effective verbal communication skills through interactions with staff, members and other association professionals.
- Construct written communication pieces which are clear, concise and contain appropriate language.
- Present a comprehensive, well-organized summary of APPE projects (this may be in the form of a presentation or formal write-up).
- Identify and analyze emerging issues, products, and services relevant to the membership of the association.
- Develop project management skills through contributions to ongoing and/or newly developing programs, products and services of the association.
- Utilize effective time management skills in order to complete professional work products which contribute to ongoing department-related projects.
- Apply newly acquired knowledge to solving problems as they arise.
- Conduct comprehensive literature searches and demonstrate proficient research skills.

DESCRIPTION OF TEACHING AND LEARNING METHODS

Experiential learning: applying knowledge, skills and attitudes learned in the classroom to a non-traditional pharmacy practice environment.

Self-directed learning: student pharmacists will engage with course content by independent work and selected course assignments.

OFFICE OF EXPERIENTIAL EDUCATION AND AACP SITE SPECIFIC POLICIES

Student pharmacists and preceptors are expected to comply with the Experiential Education Office policies and procedures established by the student's institution. Student pharmacists are expected to communicate with the preceptor regarding such requirements prior to the rotation start date.

Preceptors may require and/or recommend additional site specific policies for their rotations. Student pharmacists are required to review the APPE course syllabus prior to the start of the rotation. Questions or concerns regarding AACP policies and course requirements shall be brought to the preceptor's attention.

SPECIAL NEEDS

AACP is committed to providing reasonable accommodations for all persons with documented disabilities or accessibility concerns in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If there is a medical condition, disability, or accessibility concern that may impact the ability of the student pharmacist to meet the academic demands or requirements of the course, the college/school of pharmacy and/or student pharmacist should contact the preceptor prior to the start of the rotation. Student pharmacists are required to self-identify for disability/accessibility support.

PREPARING FOR THE APPE

In preparation for this APPE, student pharmacists shall review and prepare the following assignments prior to starting the APPE:

- Read the AACP APPE Syllabus thoroughly. Questions or concerns regarding AACP policies and course requirements shall be brought to the preceptor's attention prior to starting the APPE.
- Browse through the [AACP Website \(www.aacp.org\)](http://www.aacp.org) to gain an understanding of the organization structure, resources, and various products, programs and services offered to AACP members.
- Identify 3 programs, products or services they would like to learn more about within AACP. The student pharmacist should be prepared to discuss these ideas with their preceptor during the first week.

ADDITIONAL APPE REQUIREMENTS

The following is a list of additional requirements for the rotation. Questions or concerns regarding these course requirements shall be brought to the preceptor's attention prior to starting the APPE.

- Student pharmacists must have internet access during the rotation. An AACP email account will be provided during week #1.
- Access to the approved rotation management software system used to track all pharmacy rotations and associated information provided by the institution.
- Dress should be clean, neat, appropriate, and consistent with the professional image of the association. AACP is a business environment; therefore casual clothing is not acceptable. Business wear should be worn from Monday to Thursday. Every Friday is "casual" day where casual attire is acceptable; unless there are external meetings being held in the office (check the AACP calendar for reference). The student pharmacist will be involved with external meetings and conferences. AACP also hosts several external and internal meetings and professional attire is required when outside visitors are in the building.
- Financial responsibility for transportation, housing, and all other costs of living are the responsibility of the student pharmacist. There is no stipend or salary associated with the AACP APPE Program. For more information on housing, parking, and transportation in the local area, please review the AACP Student Pharmacist Manual.

STUDENT PHARMACIST ACTIVITIES AND ASSIGNMENTS

Student pharmacists will work with preceptors to complete activities and assignments which will enable them to accomplish the objectives by the end of the rotation. Student pharmacist projects are to be detailed by the preceptor and/or assigning staff member.

Required assignments and projects will be discussed and assigned during the first week of the rotation, based on student-specific interests. Examples of student pharmacist projects include:

- Develop meeting assessments.
- Analyze and present meeting assessments.
- Evaluate and develop recommendations to update sections of the AACP website.
- Research topics for background materials for AACP standing committee work.

LATE ASSIGNMENT POLICY

All assignments must be submitted by the designated deadline. Ramifications for late assignments will be at the discretion of the preceptor.

ASSESSMENT AND GRADING

At the midpoint and upon the completion of the APPE, the preceptor(s) will assess the student pharmacist's work and skills at AACP using the above goals and objectives. Grading will occur via electronic APPE evaluations in the College/School system. Student pharmacists will receive a grade at midpoint that does not count towards the final grade on a transcript. The grade received at midpoint evaluation will be utilized for student pharmacist self-reflection and to set goals for the second remaining half of the rotation. Student pharmacists will receive a final grade on the last day of the APPE that will be transferred to the student's transcript. Grading occurs via an automatic calculation present in electronic evaluations.

Policies on adjustments, Incomplete, and failing rotation grades will be determined by the student pharmacist's school. AACP will not allow a "makeup" rotation in the case of failing grade, and remediation is not offered.

EXPECTATIONS FOR STUDENT PHARMACIST ENGAGEMENT

To receive full credit for this course, student pharmacists are expected to attend and participate in all scheduled rotation activities, arrive on time, and remain until required activities have been completed or they are dismissed by their preceptor. It is expected that student pharmacists will come to the rotation site with an open mind and respectful demeanor. Student pharmacist preparedness for topic discussions, meetings, etc. is a critical element in this course. It is also expected that all student pharmacists will maintain a neat and orderly workspace. Student pharmacists shall not contact AACP members directly until the communication (e.g. email, survey, etc.) has been approved by the preceptor or AACP staff project manager.

The faculty and staff consider the preceptor-student pharmacist relationship as collegial and respectful. As more experienced, professional colleagues, preceptors generally view themselves as mentors in the student pharmacist's professional development. Student pharmacists should expect preceptors to communicate expectations and instructions clearly and concisely. Student pharmacists should also expect preceptors to provide them with relevant resources, activities, experiences and feedback to facilitate success in the curriculum and in practice. Preceptors are fully committed to fulfilling this responsibility and will work to ensure that each student pharmacist has the opportunity to be successful. In return, preceptors expect student pharmacists to behave in a professional, responsible, and ethical manner; demonstrate a positive attitude, enthusiasm for learning, and respect for themselves and others; be prepared for each meeting/session; be flexible and be accountable for their assigned responsibilities.

The normal business hours for AACP are 8:30 AM to 5:00 PM. The student pharmacist may be asked to work some evenings and weekends to attend special functions such as leadership meetings,

congressional receptions, and press briefings. Student pharmacists will coordinate their work hours individually with their primary preceptor.

ATTENDANCE POLICY

Preceptors acknowledge that extenuating circumstances occasionally occur that prevent attendance during rotation. At the discretion of the preceptor, an excused absence during one rotation period will be allowed as long as the objectives of the rotation are met. Any unexcused absence during the course of a rotation must be made up in a way that meets with the preceptor's approval. Failure to make up missed work will result in an Incomplete grade for the rotation.

Excused absences: Planned or unplanned absences are excused only under the following circumstances, which are beyond the control of the student pharmacist:

- Medical necessity refers to unpredictable or serious illness of the student pharmacist or an immediate family member. Documentation, such as a physician letter, may be required at the request of the preceptor. Routine medical or dental visits do not meet this criterion. Student pharmacists should schedule routine medical or dental visits at the end of the day to avoid missing a full day of rotation.
- Bereavement Policy: An absence may be excused due to the death of a student pharmacist's immediate family member (parent, child, spouse, grandparent, or sibling). Absences should not exceed a total of 4 absences during the rotation. Excused absences do not have to be made up; however, if the preceptor determines that the objectives of the rotation cannot be met as a result of the excused absences, the student pharmacist should work out a way to make up missed time at the preceptor's convenience.
- Participation in a pre-approved professional activity (i.e., activities of the School, local, state, or national pharmacy organizations) constitutes an excused absence provided the student pharmacist informs the preceptor of the planned absence at the beginning of the rotation. Documentation of the professional activity is required. Work as an employee does NOT constitute participation in a professional activity.
- Participation in Residency Interviews: It is understandable that student pharmacists seeking residency training may have many interview dates from mid-January to the first week of March. The student pharmacist must inform the preceptor of any planned interview(s) upon first contact with the preceptor prior to the start of the rotation or immediately at the time the interview is scheduled if during the course of a rotation. When possible, especially if more than 2 interviews are anticipated, student pharmacists are encouraged to schedule interviews to occur over several rotations, so that the AACP APPE rotation is not the only affected experience. For interviews during the same rotation, student pharmacists should attempt when possible to consolidate interview days and combine/arrange travel to minimize time away from rotation (for example, departing after the workday on rotation). Two days' absence in one rotation month will be allowed without need for make-up time. Any additional days taken for residency interviews may have to be made up at the discretion of the preceptor. Documentation of scheduled interviews is required; this should be at least but is not limited to, per the preceptor's prerogative, an email to the preceptor copied to the regional faculty member noting the location and dates required for the interview. Student pharmacists cannot exceed a total of six days' absence for residency interviews during a rotation without prior approval from their local experiential faculty. Thus, in summary: up to 2 days absence/rotation for interviews will be excused; 3-6 days absence/rotation will be made up at the discretion of the preceptor; and more than 6 days absence/rotation need to be approved by the local experiential faculty member.

- Other extenuating circumstances: The preceptor may, at his/her discretion, approve a request for an excused absence for other reasons. When possible, such requests should be made in writing at the beginning of the practice experience.

Unexcused absences are absences from rotation for any reason not listed above.

Absence Notification Policy: The student pharmacist must contact the preceptor of an anticipated absence as early as possible prior to the absence. If circumstances prevent the student pharmacist from providing prior notification, the student or his/her designate should contact the preceptor by phone first thing in the morning of the absence. Messages should include the student pharmacist's name, a brief summary of reason for absence, and anticipated date of return. The preceptor will determine whether the absence is excused or unexcused.

ACADEMIC INTEGRITY / HONOR CODE

The principles of academic honesty, integrity, and responsible citizenship govern the performance of all academic work and student conduct at AACP. During the rotation, the student pharmacist will be held to the Code of Student Conduct. The student pharmacist's participation in this course comes with the expectation that their work will be completed in full observance of the Honor Code of their institution. Academic dishonesty in any form is unacceptable. Any written assignments and other written materials may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism.

If a violation is suspected, it may be reported to the Office of Experiential Education (OEE) at the home institution of the student pharmacist. If the student pharmacist has any questions about their institution's policies, they should contact a member of their institution's OEE.

SYLLABUS CHANGES

Issues not addressed here or in other official course documents will be resolved according to the discretion of the preceptor. The course director or primary preceptor reserves the right to make changes to the syllabus, including project due dates and test dates, when unforeseen circumstances occur. These changes will be announced as early as possible so that student pharmacists can adjust their schedules.