

# THE ACADEMY OF MANAGED CARE PHARMACY

## Student Pharmacist Chapter Operations Manual

## About AMCP

The Academy of Managed Care Pharmacy is the national professional association of pharmacists and other health care practitioners who serve society by the application of sound medication management principles and strategies to improve health care for all. The Academy's more than 8,000 members develop and provide a diversified range of clinical, educational and business management services and strategies on behalf of the more than 200 million Americans covered by a managed care pharmacy benefit.

### AMCP Vision

Managed care pharmacy improving health care for all.

### AMCP Mission

To empower its members to serve society by using sound medication management principles and strategies to improve health care for all.

## AMCP Leadership & Representation

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

- **AMCP Board of Directors** is composed of nine pharmacists members elected to provide strategic direction for the Academy and representing all members.
- **AMCP Committees** direct the Academy's activities ranging from professional practice to planning the educational programming for AMCP national meetings

## Introduction

The Academy of Managed Care Pharmacy (AMCP) has developed the AMCP Student Pharmacist Chapter Operations Manual to answer common questions about chapter membership operations and procedures that may arise throughout the year.

If you have any suggestions regarding the material enclosed, please contact AMCP Student Development at [studentdevelopment@amcp.org](mailto:studentdevelopment@amcp.org) or access our website at: [www.AMCP.org/Studentcenter](http://www.AMCP.org/Studentcenter)

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# AMCP Student Chapter Management

## Student Pharmacist Chapter Expectations

AMCP Student Pharmacist Chapters are unincorporated groups authorized by AMCP to meet and discuss matters of mutual interest, and further the purposes of AMCP through educational and community service endeavors. An AMCP Student Pharmacist Chapter consists of a group of at least ten (10) AMCP student pharmacist members that is chartered by the Academy with authorization to operate at a specific school/college of pharmacy.

Only one AMCP Student Pharmacist Chapter may be established at a school/college of pharmacy. Official activation of a Student Pharmacist Chapter requires AMCP approval, completion of the activation requirements, adherence to the requirements of an AMCP Student Pharmacist Chapter, and adherence to the AMCP mission and purposes set forth in the AMCP Student Pharmacist Chapter Bylaws that were established to ensure that Student Pharmacist Chapter officers and members understand what is expected.

Once a Chapter is activated, for an AMCP Student Chapter to stay in good standing, the Chapter must adhere to all provisions of the AMCP Student Chapter Bylaws and meet the following requirements including:

- Maintain at least ten (10) AMCP Student Members.
- Hold an annual election of Chapter officers.
- Have a faculty advisor.
- Assure that the Chapter's activities and programs do not conflict with the mission and objectives of the Academy.
- Maintain its name as identified in the Bylaws with no alteration.
- Ensure IRS reporting is completed no later than November 15<sup>th</sup> annually.  
*\*applies only to chapters who have an EIN and bank through a separate financial institution\**
- Conduct its business affairs in accordance with federal, state, and local jurisdictions' rules and regulations, and with AMCP guidelines for operations.
- Forward all national AMCP membership dues and membership applications directly to AMCP Headquarters for processing. Any portion of the membership fees due to the Student Pharmacist Chapter shall be routed back to the Student Pharmacist Chapter if included in the payment.
- Use the AMCP Chapter logo provided to each chapter in accordance with the Logo Use & Guidelines.
- AMCP Student Pharmacist Chapter Bylaws, approved by the Academy, shall continue in force and effect until revoked or until notification is received from the chapter of its dissolution.
- The AMCP Student Chapter must not enter into any contracts that would bind the Academy. Under no circumstances may the Chapter use AMCP's name without the chapter name for events, programs, activities or contracts.

A Chapter may be subject to deactivation by AMCP if any of the following occur:

- The Chapter fails to hold elections or report current Chapter Officers to AMCP headquarters.
- The Chapter no longer has a Faculty Advisor.
- The Chapter's membership falls below 10 AMCP Student Pharmacist Members.
- The Chapter fails to comply with Internal Revenue Service reporting requirement.
- Written notification of dissolution is received by AMCP.

A Chapter may be reactivated if it follows all steps as required to activate a new chapter. Please see [Chapter Activation Manual](#) for these steps. It does not need to apply for a new EIN if the old chapter's EIN is available. A reactivated chapter is not eligible for the new chapter start-up grant.

## Successful Leadership Transitioning

Succession planning is vital for your Chapter to ensure its continued effective performance through leadership continuity.

1. Document, document, document!
  - Develop a timeline of what you did and how you did it
  - Include best practices and if there was anything you would have done differently
  - Share meeting minutes to incoming officers, this will help them in case questions arise about certain tasks/practices of their chapter.
2. Don't reinvent the wheel: Transparency saves time and energy
 

Key Points:

  - Having a central location for all board members to access previous materials, such as Dropbox or Google Drive, will give them resources to come up with new ideas
  - Creating a specific email account for each position can help you keep track of communication and responsibilities each year
  - Make sure all board members know these documents exist and how to access them
  - For example, the P&T Coordinator could keep a log of all the emails that were sent out to your local Chapter about the competition timeline. This way, the next P&T Coordinator can save time drafting these emails from scratch and instead can work on building out new supportive content for the competition. Tools, such as Dropbox, Google Drive, or Trello, are helpful in keeping everything in one accessible place.
3. Take some time to talk
  - Dedicate an executive board meeting or transition event (social/dinner) to allow incoming and outgoing board members to chat
  - Exchange contact information in case questions come up later on
  - Develop a plan to effectively transition required tasks/action items to the incoming board members. Some chapters have developed a shadowing/transition period where incoming board members can observe and learn before officially taking on their new role.

4. Stay in the loop!
  - [Update incoming board contact information](#) with AMCP Nationals in May/June to make sure that they get access to new announcements and resources.
  - Check the [AMCP Student Pharmacist Center](#) for access to more resources
  - Remember to hand-off your chapter diplomat's contact information

## Local Chapter Meetings Overview

Chapter meetings should be held at the discretion of the Executive Committee. There are four types of meetings that chapters hold. Each of these meetings is important to inform chapter members of chapter business and projects and solicit input from the general body.

**General Membership Meeting:** The General Membership meeting includes all chapter members, committee members and executive board members. Many student chapters use this forum to invite speakers, solicit input from the group and for voting purposes. Make sure to plan these meetings at the start of the school year and inform all members to ensure maximum attendance. A sample agenda for a general membership meeting may include:

1. Call to order/Announcements
2. Approval of Meeting Minutes
3. Reports from the Executive Board, Committees and Officers
4. Old or unfinished business
5. New business/Program (ex: speaker)
6. For the Good of the Order/Open Discussion
7. Adjournment

**Executive Committee Meeting:** The Executive Committee is composed of chapter officers including Chapter President, President-Elect, Vice President(s), Secretary, Treasurer, and any other officers essential to the operations of the chapter. Meetings should be held at the discretion of the officers at least one week before the General Membership Meeting or once a month to discuss chapter operations, finances and business. Ensure that one person is always taking meeting minutes. An agenda is recommended to be sent out a few days prior to the meeting, so officers can add topics that they want to discuss. A sample Executive Committee agenda may include:

1. Call to order
2. Approval of Meeting Minutes
3. Reports from Officers and Committees
  - a. Old business or unfinished business from previous meeting
  - b. New business
4. Brainstorming/discussions
5. Next meeting date
6. Adjournment

**Committee Meeting:** Committee meetings are held as needed depending on specific tasks. Committees report to the Executive Board, and typically one Executive Board member is present at each committee meeting. Meeting minutes should be taken by one person to keep track of ideas. A sample committee agenda may include:

1. Call to order
2. Progress towards completion of tasks
3. Next steps
4. Open discussion
5. Adjournment

**Educational or Professional Development Events:** These are events planned by a committee or executive board member for students as educational sessions on managed care topics. For event ideas, check out what other chapters around the country have been doing at the links listed below:

- [Past Chapter Leadership Academy Event Submissions](#)
- [Monthly Chapter Spotlight](#)
- [Campus Advocacy Ideas for Student Pharmacists](#)

Additionally, this is a great opportunity for the chapter to invite managed care pharmacy professionals to visit with chapter members. Bringing in experienced professionals allows chapter members to ask questions about the industry and receive career advice.

**Tips for Finding Speakers:**

1. Utilize your school resources
  - Reach out to your chapter advisor and alumni affairs to see what connections they might have in managed care
2. Reach out to your [AMCP Chapter Diplomat](#)
3. Search the [AMCP Membership Directory](#) for members in your area
4. Reach out to managed care and pharmaceutical companies near your school
5. Explore non-traditional managed care roles
  - Managed care exists in more places than you think. Some non-traditional roles are pharmacists who host P&T committee meetings in the hospital system and retail pharmacy payer relations. Think outside the box!
6. Seek advice from other local AMCP student chapters or your chapter's Buddy Program
  - Connect with other [AMCP Student Chapters](#) near you to see what they have done. Trade ideas and collaborate for future events.
7. Go to [AMCP conferences](#)! You are bound to meet many friendly managed care professionals who love to help students.

### Three Methods to Engage with Speakers

1. Invite speakers to come in
  - This is the most common method. Speakers will come in and present a prepared presentation or just talk with a group of students face-to-face in a more casual environment.
2. Host a conference call
  - Sometimes it isn't always possible to have certain speakers come in. You can consider utilizing a conference call with a smaller audience. This can also potentially allow for a more intimate discussion.
3. Host web-based speakers
  - Another great option when it isn't possible to have certain speakers come in. Ask your school if they provide an online meeting service. Some examples include [GoToMeeting](#), [WebEx](#), [join.me](#), or [BlueJeans](#).

### Suggestions when Inviting Speakers:

1. Invite speakers far in advance
  - A good rule of thumb is to invite them one month before the date you are asking them to speak.
2. Be courteous of their time
3. Double check that everything is ready to go at the designated time, and moderate time if discussions start to go late.
4. Thank the speaker after the event
  - This can be as simple as a follow-up thank you email. Just don't forget to thank them for their time!

### Sample Outreach Email:

Dear [Speaker Name],

My name is [Your Name], a current student pharmacist and AMCP student chapter [insert leadership position] at [Your School]. I am reaching out to you today because I am looking for a speaker involved [insert topic of event] to share their experiences with our AMCP chapter. [Insert date and time if needed] Please let me know if you are interested. I look forward to hearing from you!

Sincerely,

[Your Name]

## Submitting Membership

The *fastest and easiest* way to join AMCP is online at <http://www.amcp.org>. Each chapter member should join individually and pay via credit card online. **Students have the option to join, renew or reinstate their AMCP membership online.**

**We highly encourage your chapter to push membership between October and December.** If you are collecting separate dues for your local school chapter, you can collect that money separately from the AMCP membership dues.

AMCP Student Development ([studentdevelopment@amcp.org](mailto:studentdevelopment@amcp.org)) can send you a chapter roster to check your current chapter members.

**The second way is for members to join through the AMCP Chapter as a group.** If a chapter is submitting one lump payment to cover a group or all chapter members, please follow the instructions below:

**1. Create a profile for each NEW chapter member.**

Each chapter member must have an AMCP profile completed online. Renewing members should already have a profile and ID number (please see the roster included). The membership chair (or other chapter officer) should create a profile for each new chapter member OR have the member create the profile. Once the profile is created, each student member is required to log on and update their information to include: personal address and graduation date/year.

- **If the chapter officer creates the profile:**
  - Email each new member informing them that you will be creating an AMCP profile for them, and they will be receiving an email with their AMCP ID number and log in information. Let them know they must forward their ID number to you as soon as they receive it.
- **To create a profile, follow the instructions below:**
  - On the AMCP homepage, click “Mailings Signup (non-member)”.
  - Complete the profile information to create your profile. Be sure to click “SAVE” to finalize your changes.
  - You will receive an email with your username and password. Check your spam filter and/or firewall settings if you experience a delay in delivery.
  - Complete the above steps for each NEW member.
  - **Each new member is required to go in and update their information to include personal address and graduation date.**

***(Please note the email address cannot be the same for each member – you must use each new member’s individual email and not a chapter email address)***

2. Complete a spreadsheet and send to AMCP.

AMCP ID#	First Name	Last Name	School Year	Address	City	State	Zip Code	Phone Number	Email	Expected Graduation Year	School/Chapter
12345	Sarah	Vizcaino		100 N. Pitt Street #400	Alexandria	VA	22314	800-827-2627	<a href="mailto:svizcaino@amcp.org">svizcaino@amcp.org</a>	2015	University of AMCP

The spreadsheet must be completed in its entirety to be accepted by AMCP. Each member’s AMCP ID number is required.

- Fill in new and returning member’s information (using the ID numbers created above, or for renewing members – using the ID numbers included in the roster attached).
- This spreadsheet should be emailed to LaChelle Smith at [lsmith@amcp.org](mailto:lsmith@amcp.org) and the Student Development Team at [studentdevelopment@amcp.org](mailto:studentdevelopment@amcp.org) .

**3. Send in payment and copy of spreadsheet to AMCP.**

Send in payment with the spreadsheet (previously emailed to LaChelle & Sarah) to AMCP:  
 AMCP  
 Attn: Membership Department  
 675 North Washington St., Suite 220  
 Alexandria, VA 22314

**IMPORTANT:**

Please note that AMCP will not collect chapter dues for your chapter. Please only send in payment to cover AMCP membership at \$45 per person.

Please let your chapter members know to keep AMCP updated if contact information (such as a mailing address or email address) changes. To update your AMCP profile, follow the instructions below.

- From AMCP’s homepage, click “Login”
- Enter your username and password
- Under “Quick Links” click “Renew/Update Profile”

If you have any questions, please contact LaChelle Smith at [lsmith@amcp.org](mailto:lsmith@amcp.org) or 703-684-2600 ext. 626.

## Filing Tax Returns

**All AMCP Chapters must meet the tax filing requirements of the IRS by filing their tax returns on their own, filing under their school or college of pharmacy, or filing with their university.** If your chapter has a bank account with a separate financial institution, your chapter must maintain its EIN and file a 990 e-postcard with the IRS each year. If your chapter uses the school/university to manage its finances, please check with the university, school or college of pharmacy, or business office to inquire how taxes need to be filed annually.

### List of Chapter Tax FAQs:

1. What is an Employer Identification Number (EIN)? Does my chapter need to have one?
2. Does my chapter have to file taxes and if so, how do I file them?
3. Does AMCP pay taxes for, or receive a refund from chapter tax returns as the parent organization?
4. What IRS Forms are necessary to file my chapter's taxes and where do I access them?
5. When is my chapter's tax return due?
6. What should I report for our chapter's membership revenue related to state and national dues?
7. Where do I find my chapter's net assets or fund balances at the beginning of year?
8. How do I accurately list contributions, gifts, or grants that my chapter received?
9. What is an Employer Identification Number (EIN)? Does my chapter need to have one?
10. What happens if my chapter does not file a tax return with the IRS?
11. Where can I find contact information for the IRS?

### CHAPTER TAX FAQs

#### 1. What is an Employer Identification Number (EIN)? Does my chapter need to have one?

The IRS and Social Security Administration issue federal tax identification numbers to businesses (Employer Identification Number - EIN) and individuals (Social Security Number - SSN) for the Administration of federal tax laws. An EIN is used to by the IRS to identify a business entity on tax returns, statements and other tax-related documentation.

As a general rule, if your chapter has a separate bank account or operates as an independent financial entity from your university, school or college of pharmacy, or other organization, then your chapter would need to have its own EIN. AMCP keeps a record of all Chapter EINs, and requests your Chapter's EIN be sent to the Academy immediately upon receipt from the IRS. It is important to note that all AMCP Student Pharmacist Chapters that have an EIN must file tax annual returns.

## 2. Does my chapter have to file taxes and if so, how do I file them?

The simple answer is yes. All AMCP Chapters have to file a tax return every year via one of two methods:

If your chapter **banks through the school/university**, please check with the university, school or college of pharmacy, or business office to inquire how taxes need to be filed annually\*.

***\*If you bank through the school, you may stop reading, the remainder of this document addresses chapters banking through a separate financial institution.***

If your chapter **banks through a separate financial institution**, the type of tax form that must be filed with the IRS is dependent on revenue. AMCP Chapters are recognized by the IRS as a subordinate unit under AMCP's group exemption number 3545. As the parent organization, part of AMCP's responsibility is to notify chapters of their obligation to file tax return information with the IRS. The IRS has two methods by which AMCP Chapters can fulfill their tax filing requirements:

A. **990-N E-Postcard (for chapters with revenue less than \$50,000)** – For chapters that have a total revenue of less than \$50,000, you may use the 990-N E-Postcard. The 990-N E-Postcard is filed electronically through the IRS Web site, and all information is completed online. The questions asked on this form are minimal and the filing process is very user friendly. The E-Postcard asks for only a few basic pieces of information: the organization's taxpayer identification number, its tax period, legal name and mailing address, any other names used, an Internet address if one exists, the name and address of a principal officer, and a statement confirming that the organization's annual gross receipts are normally \$50,000 or less.

**990 or 990-EZ (for chapters with revenue more than \$50,000)** - For chapters that have a total revenue of \$50,000 or more, an individual return specifically designed for exempt organizations can be filed. The IRS forms, 990 and 990-EZ, have different levels of complexity, revenue thresholds, and requirements. Most chapters use the 990-EZ form because it is designed to be more user friendly than the 990 form. The upper revenue limits on the 990-EZ are \$500,000.

## 3. Does AMCP pay taxes for, or receive a refund from chapter tax returns as the parent organization?

No. AMCP does not pay taxes for chapters, nor does AMCP receive a refund. The reported expenses, cash receipts, disbursements, and revenues listed on your tax form are exempt; therefore, no taxes would be due to the IRS. The IRS requires this for information purposes only. The IRS then reviews this information to make sure that the Academy and the AMCP Student Pharmacist Chapters are operating under the appropriate tax guidelines.

**4. If our chapter has to file with the IRS on our own, what IRS Forms are necessary to file?**

Here are links to the instructions and actual forms used to file tax returns with the IRS:

- 990-N E-Postcard & Instructions - <http://epostcard.form990.org/>
- 990 Forms & Instructions - <http://www.irs.gov/charities/article/0,,id=233830,00.html>
- 990-EZ Instructions - <http://www.irs.gov/pub/irs-pdf/i990ez.pdf>
- 990-EZ Form - <http://www.irs.gov/pub/irs-pdf/f990ez.pdf>
- 990 Instructions - <http://www.irs.gov/pub/irs-pdf/i990.pdf>
- 990 Form - <http://www.irs.gov/pub/irs-pdf/f990.pdf>

Miscellaneous Forms and Fact Sheets:

- Schedule B Form - <http://www.irs.gov/pub/irs-pdf/f990ezb.pdf>
- Schedule for Future 990 Forms - <http://www.irs.gov/charities/article/0,,id=184445,00.html>

**5. When is my chapter's tax return due?**

Because AMCP has a July fiscal year, per the IRS, the 990-N E-Postcard, the 990-EZ Form and the 990 Form are all due no later than April 15 each year. You can file as early as July 1 or the day after the AMCP tax year ends (June 30).

**6. What should I report for our chapter's membership revenue related to national dues?**

You should report only "Chapter Dues" collected. Do not report "National Dues" as part of your tax return, as this is revenue that is passed through to the national organization.

**7. Where do I find my chapter's net assets or fund balances at the beginning of year?**

An easy way to identify your chapter's net assets or fund balances at the beginning of the year is to check the amount listed on the previous year's tax return. That way, you are starting at the same point that you had left off with during the previous year. If you haven't filed in the past, check your account balance as of July 1 of the fiscal year. For example, filing for FY2013 (7/1/14-6/30/15), you would use your account balance as of July 1, 2014.

**8. How do I accurately list contributions, gifts, or grants that my chapter received? (This is only necessary if income is greater than \$50,000)**

Please seek advice from a tax professional.

**9. What happens if my chapter does not file a tax return with the IRS?**

Most tax-exempt organizations, other than churches, must file a yearly return or notice with the IRS. If a chapter organization does not file as required for three consecutive years, the IRS will revoke your EIN. Your chapter will be required to do all paperwork and pay all fees to have it reestablished. You cannot maintain a bank account at a separate financial institution without an EIN. Failure to file an annual tax return will lead to deactivation of the chapter.

**10. Where can I find contact information for the IRS?**

- IRS Help Desk: 801-620-6019. Since the tax department is extremely busy, a person will not always answer the line. Therefore you will need to leave a message. A representative will call back with the answer(s) to the chapter's tax question typically within five (5) business days.
- IRS Web site: [www.irs.gov](http://www.irs.gov)
- AMCP Student Pharmacist Chapter Contact:  
Student Development  
703.684.2600  
[studentdevelopment@amcp.org](mailto:studentdevelopment@amcp.org)

# AMCP Membership Benefits & Opportunities

## Student Pharmacist Membership Benefits

AMCP Student Pharmacist Membership offers countless networking opportunities and access to 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 low annual membership fee of \$45. Questions about the benefits and services of AMCP Student Membership may be directed to AMCP through its website at [www.AMCP.org](http://www.AMCP.org) or by phone 703-684-2600.

### AMCP Student Member Benefits and Services:

- **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 (monthly e-newsletter)*
  - *Facebook, LinkedIn and Twitter*
  - [www.AMCP.org](http://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

Student Pharmacist Members can access PowerPoint presentations ([www.AMCP.org/Slidedecks](http://www.AMCP.org/Slidedecks)), publications ([www.AMCP.org/Publications](http://www.AMCP.org/Publications)), and project toolkits ([www.AMCP.org/CLAToolkits](http://www.AMCP.org/CLAToolkits)) 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 Foundation National P&T Competition:**

The local and national 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 will allow students to view different styles and processes that can be 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.

Formulary management is uniquely 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 P&T Committees must know how to evaluate the best available scientific evidence, clinical and economic, weigh its use and its impact on patient population outcomes, be able to conduct cost/benefit analyses, and relate drug therapy choices to 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 deadline for submitting the Chapter's P&T Competition registration form is generally in mid-October.

Chapters often host local competitions within the school, which is a great membership recruitment strategy. The team that wins the local P&T Competition 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.

More information can be found here at <http://www.AMCP.org/Amcp-foundation/PT/>

**AMCP Foundation Summer Internships:**

The AMCP Foundation Summer Internships seek to enhance a student pharmacists' awareness of career options in managed care pharmacy practice by involvement in a structured preceptorship program associated with the daily activities of managed care pharmacy practice sites, a managed care professional society, and the pharmaceutical industry. The Internships are nationally competitive with an application and interview process.

Applicants must submit the online application (including an essay), two letters of recommendation, and a letter of good academic standing from their institution.

Currently three internship programs are available:

- AMCP Foundation/Allergan Plc Specialized Summer Internship in Health Outcomes
- AMCP Foundation/Genetech, Inc. Evidence for Access Summer Internship Program
- AMCP Foundation/Pfizer, Inc. Managed Care Summer Internship Program

More information regarding AMCP Foundation Summer Internship program and requirements for each can be found at [www.AMCP.org/Amcp-foundation/internship](http://www.AMCP.org/Amcp-foundation/internship)

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

AMCP Student Pharmacist members are eligible to serve on the Student Pharmacist Committee. The purpose of the Student Pharmacist Committee is to ensure Academy awareness of issues, policies, programs and services that impact student pharmacists as well as provide oversight and guidance to the AMCP Student Chapter program.

The committee includes 14 student pharmacist members. They provide guidance on topics of importance to pharmacy students. They recommend programming ideas and initiate projects related to meetings, resources and Chapters. The Student Pharmacist Committee holds a meeting in conjunction with each of the AMCP national meetings, as well as a once a month conference call. They are also available as a resource for individual chapters to act as a liaison for connecting with other chapters and the Academy.

Applications are sent out every year in the fall as a “Call for Volunteers” to AMCP members. You must be a current AMCP member at the time of your application. The deadline to apply for committee service is in November of each year. Apply on the AMCP website here: <http://www.amcp.org/committee/>

In addition to the Student Pharmacist Committee, student pharmacist members can serve on other AMCP committees as either a voting or non-voting member depending on the committee. A full list of committees and descriptions can be found at [www.AMCP.org/Committee](http://www.AMCP.org/Committee).

## Chapter Collaboration (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 how to explain managed care pharmacy to first-year students, hosting a Pharmacy & Therapeutics Competition, or recruiting new members, we all also 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 the opportunity 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.

### How to Get Involved:

It's important to update AMCP with your chapter's presidents contact information. We will contact your chapter's president during the summer, asking if their student chapter is interested in participating.

We ask all chapters interested in participating in Chapter Collab to fill out and submit the Chapter Collab Survey. Information from the survey is used help the Student Pharmacist Committee (SPC) best pair you with another chapter. The survey will take about 5 minutes to complete and is due by the end of July of each year. Paired chapters will be notified during the first week of August by your designated SPC Member.

## National Meetings Overview

AMCP hosts two national meetings each year: the **AMCP Annual Meeting** in April and **AMCP Nexus** in the October. AMCP members receive a substantial discount on registration.

Both events draw thousands of the nation's top managed care pharmacy leaders, feature renowned keynote speakers, an array of educational sessions, extensive networking opportunities and an exhibit hall of companies and organizations sharing their latest innovations and services. To view upcoming meetings, visit [www.amcp.org](http://www.amcp.org) and click on "Meetings."

National AMCP meetings are a great place to expand your knowledge and network with future colleagues and decision makers in managed care pharmacy.

Student pharmacist specific educational and networking events are organized at each conference by the Student Pharmacist Committee and AMCP staff. Student pharmacist-specific opportunities are listed below:

**AMCP Annual Meeting (Held in April)**

Poster Presentations  
 AMCP Foundation National P&T Competition  
 Chapter Leadership Academy (see below)  
 The Expo  
 Student Pharmacist Sessions  
 Over 30 educational sessions

**AMCP Nexus (Held in October)**

Poster Presentations  
 AMCP Managed Care Pharmacy Residency and Fellowship Showcase  
 The Exchange  
 Student Pharmacist Sessions  
 Student Pharmacist and New Practitioner Networking Reception  
 Over 30 educational sessions

**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. A limited stipend for travel and hotel accommodations is provided the four leaders from each Chapter.

The goal of the half-day event is to arm AMCP chapter officers with tools that can be use 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.

Chapters are also asked to submit their chapter events for presentation at Chapter Leadership Academy. Information will be included in the invitation. Additional information can be found at <http://www.amcp.org/CLAtoolkits/>.

<b>Contact Information</b>
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**Contacting other AMCP Student Pharmacist Chapter:**

A complete list of the **AMCP Student Pharmacist Chapters** - with officer, advisor contact, and diplomat information – can be found on the AMCP web site

### **Contact your AMCP Diplomat**

The AMCP Diplomat Program is a great resource for AMCP Chapters because it puts Chapter members in contact with real world managed care professionals! How does it work? An AMCP professional 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 at chapter meetings, assist in finding speakers for chapter meetings 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 on the AMCP web site: [www.AMCP.org/Diplomat](http://www.AMCP.org/Diplomat).

### **AMCP Student Development Team:**

**Address:** Academy of Managed Care Pharmacy  
 675 North Washington St  
 Suite 220  
 Alexandria, VA 22314

**Phone:** 703/684-2600 **Fax:** 703/684-2615 **Web:** [www.AMCP.org](http://www.AMCP.org)

### **AMCP Student Development**

**Phone:** 703/684-2600 **e-Mail:** [studentdevelopment@amcp.org](mailto:studentdevelopment@amcp.org)

## **2018-2019 AMCP Student Pharmacist Committee**

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Samantha Breckenridge, Vice Chair  
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## Awards & Recognition

### Chapter Member of the Year Award

The AMCP Student Pharmacist Chapter Members of the Year Awards are an annual recognition presented each spring to honor one AMCP student pharmacist member at each of the AMCP Student Chapters who, by the selection of his/her Chapter, has made outstanding contributions to the AMCP Student Pharmacist Chapter. This award gives AMCP Student Pharmacist Chapters an opportunity to recognize one of its members for outstanding work on behalf of the Chapter.

The recipient must be an AMCP Student Pharmacist in good standing with AMCP nationally and at the Chapter Level. Each Chapter will establish its criteria for determination of any additional eligibility criteria such as officers, seniors, committee chairs, etc. The selection is made at the discretion of the AMCP Student Chapter. See below for the sample criteria and scoring guide.

The Chapter will notify AMCP Headquarters of its recipient and date to be presented by March 1<sup>st</sup> each year (or two weeks prior to presentation if earlier than March 1<sup>st</sup>). An award report form that requires the recipient's name and presentation date will be sent with the annual fall award launch materials. The award will be presented locally by each Chapter. The Chapter will determine when and how to present the award at the school's award recognition event, at graduation, etc.

AMCP will provide a personalized Award Certificate to each Chapter Member of the Year, and will publicly recognize the award recipients in an issue of *AMCP News*, a poster to be displayed at the AMCP Annual Meeting & Expo, and other appropriate vehicles.

Additional information can be found at [www.AMCP.org/ChapterMemberAward](http://www.AMCP.org/ChapterMemberAward).

## Chapter of the Year Award

The Chapter of the Year Award aims to recognize all that AMCP Student Chapters accomplish on a year-to-year basis. Furthermore, the award serves to encourage and inspire chapters to strive for new, innovative Managed Care student programming ventures.

The Chapter of the Year Award will be given yearly to the Student Chapter that establishes quality, innovative Managed Care programming for students. By conducting these events, each Student Chapter will aid in the progress of the Mission and Vision of the Academy of Managed Care Pharmacy.

The Top-3 Chapters will be notified prior to AMCP Nexus each year. The Chapter of the Year Award will be presented during the Annual AMCP Nexus Meeting. The winning Student Pharmacist Chapter will also be recognized at the AMCP Annual Meeting at the Student Pharmacists Award Ceremony.

Additional information can be found at [www.AMCP.org/Chapter\\_award/](http://www.AMCP.org/Chapter_award/).

## Graduation Cords

Each chapter may order graduation cords for their graduating members. An email is sent to the Chapter Advisors in early January. Graduation cords are shipped to the chapter's address on file, and each chapter is responsible for distributing them. More information can be found here: <http://www.amcp.org/GraduationCords/>

## Chapter Spotlight Submissions

Submit your event to the AMCP chapter activity reporting form here [www.AMCP.org/Chapteractivity](http://www.AMCP.org/Chapteractivity). You may be contacted to be highlighted for the monthly national chapter spotlight. Past chapter spotlights may be found here: <http://www.amcp.org/chapterspotlight/>

# Resources

## Overview

Many resources can be found on the AMCP website at <http://amcp.org/Default.aspx>, and are listed below.

### Expanding Managed Care Knowledge

*Managed care is often a difficult concept to grasp because of its widespread applications. AMCP is the thought leader on managed care and commits to educating its members about it.*

- AMCP Learn
- Student and Professional Webinars
- Managed Care Certificate Program
- CER Research Certificate
- AMCP Podcast

### Career Development

*The number of managed care careers grows every year, and AMCP is aligned with helping you embrace your passions and develop your career.*

- Exposure to Careers in Managed Care Pharmacy
- Student and Professional Webinars
- Student Programming at National Conferences
- Residency and Fellowship Showcase at Nexus
- Conference Buddy Program
- AMCP Foundation Internships

### Staying Up To Date

*Managed care pharmacists depend on staying abreast of the most current knowledge in the pharmacy world. AMCP will help you stay ahead of the curve.*

- National Conferences
- Student and Professional Webinars
- Daily Dose Email
- Student E-Link Quarterly Newsletters

## Leadership Development

*As pharmacists continue to expand their roles in healthcare, AMCP fosters the development of its members into the leaders of tomorrow.*

- Pharmacy & Therapeutics Competition
- Student Pharmacists Committee
- University Chapter E-Board Positions
- Chapter Leadership Academy

## Networking

*You will often hear that pharmacy is a small world. Stay connected with AMCP and meet managed care's current and future leaders!*

- National Conferences
- Conference Buddy Program
- Membership Directory
- Student Chapter Collaboration Program
- Regional Conferences and Regional Affiliates

For more resources, please check out the [Student Pharmacist Center](#)