

Managed Care Panel

University of California – San Francisco

What is the Purpose of the Project?

UCSF-AMCP/APhA Managed Care Discussion Panel is a collaborative effort with other campus groups held during American Pharmacist Month (October). It brings attention to managed care pharmacy career options through panel presentations by managed care pharmacists who are also UCSF alums.

What is the Budget – Expenses and Revenues?

By collaborating with a fellow student group, we split the costs. All the expenses were from food. We ordered 3 trays of Subway sandwiches, chips, cookies, and bottles of water at approximately \$130. The event was paid for through chapter funds primarily from student AMCP dues.

Who and How Many Chapter Members are Involved?

The Presidents-Elect from AMCP and APhA-ASP each secured managed care pharmacists for the panel. AMCP Board members helped on the day of the event with food preparation, table/chair and laptop set-up in the classroom.

Who Should be Targeted ~ Audience or Involvement? How Do You Find Them... How Do You Contact?

Speakers: The UCSF chapter invited pharmacists that members had met at the AMCP Annual Spring Conference. The Chapter Advisor also recommended pharmacists as potential speakers. Contact with both the student pharmacists and the suggested speakers was continued throughout the summer and a mutually agreed upon date was selected.

Audience: Members of AMCP and APhA-ASP were invited

What Materials are Needed ~ Outside Resources, Ordering, etc ?

Two long tables with two microphones on each table. Posters were made for advertisement and emails were sent to all the classes (P1-P4's). UCSF suggest having a display of AMCP materials on a table outside of the room.

What is the Timeline for Implementation and Execution?

- April – Connect with pharmacists at AMCP's Annual Meeting
- June/July – Presidents-Elect of AMCP and APhA-ASP emailed the contacts to see if they would be willing to speak on a panel in the Fall
- August – School calendar available; email potential pharmacist speakers with potential dates.
- September – School Starts. Get email confirmation from all speakers. Place the event on the UCSF School Calendar.
- October 1st – AMCP Board Members: Book classroom. Email all the classes (first time). Make posters. Develop evaluation form.
- October 8th – AMCP Board: Order food, get drinks. Reserve microphones. Put up posters in the hallways (one week in advance). Make announcements in class.
- October 10th – Email all the classes (second reminder).
- October 15th – The day of the event. Make announcements in class. Pick up microphones, food, drinks etc. Set-up laptop.
- October 16th – President/Pres-Elect: Send out thank you letters.

Follow-up with Faculty Members/Volunteers/Participants

Follow up with speakers by sending them a thank you note after the event. Follow up with students who attend the event by asking them to fill out an evaluation form at the end of the event. This will help you plan for next year's panel.

Project Evaluation – What Went Well...What Didn't ...How Would You Improve for the Next Year?

What went well? * Wide range of pharmacists within managed care – industry, PBM, HMO.
* Engaging speakers.
* Q&A session.

What didn't work? * Some speakers didn't stay within 15-20 minute allotted time-limit

How you would improve for the next year? * Advertise earlier.
* Appoint a committee

Project Checklist

- Talk with APhA-ASP chapter to organize the event & duties
- Make contact with student pharmacists at AMCP Annual Meeting in the Spring
- Appoint a committee for the event
- Contact your Chapter Advisor to get a list of possible speakers to add to a list you have compiled already. Contact all people on the list about the Panel.
- Follow up with a "thank you for your commitment letter" to speakers. Confirm the date, time, location, and length of presentation.
- Reserve room for the Panel discussion, and any AV needs (microphone, speakers, laptop, etc.)
- Email student pharmacists about event
- Food & Beverage
 - Order food by cut-off time/date
 - Determine if the food will be delivered or pick-up
 - If pick-up, assign someone to go
 - Determine payment method – if cash, have on hand for delivery or pick-up
- Send reminder email to student pharmacists
- Send evaluation email to attendees.
- Send thank you letters to speakers.
- Project Evaluation
 - Write project report for next year
 - Collate evaluation e-mails from attendees and include in report
 - Send activity report to AMCP Headquarters