

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

## August

- Attend the Diplomat webinar
- New academic year preparations
  - Confirm the AMCP Chapter has access to AMCP promotional or marketing materials (i.e., how to sell managed care to the new students and build a strong chapter)
    - They are all located in the Student Pharmacist Center under [“Student Pharmacist Chapters”](#)
  - If your school has an “organization day”, offer to help at the AMCP table
    - Contact chapter presidents and faculty advisors to introduce yourself and review the semester agenda/calendar
    - Be sure to let them know the types of activities you are able to support
- Plan activities for the first semester
- Check in with the Faculty Advisor to see how it is going
- Promote and volunteer to participate in the AMCP mock interviews program

## September

- Watch for Diplomat E-Link
- Encourage students to attend the “What is Managed Care Pharmacy?” webinar
- Speak with chapter members about AMCP NEXUS
- Help student pharmacist members prepare for PGY1 Residency Match and industry fellowships
  - Promote the Managed Care Pharmacy Residency & Fellowship Showcase at NEXUS
  - Point students to the resources specific to managed care pharmacy (such as the following) are available on [www.amcp.org](http://www.amcp.org) at [Resident/Fellow Resource Center](#)
    - *Residencies & Fellowships Directory*
    - *Tips on Applying for a Residency or Fellowship*

## October

- National P&T Competition opens – watch for [AMCP Foundation Announcement](#)
- AMCP NEXUS
  - Make arrangements to meet with students from your chapter/school
  - Volunteer to be a Conference Buddy
  - Attend the Diplomat meeting

- Attend the Diplomat and Faculty Advisor networking meeting
- Attend the Student & New Practitioner Networking Reception

## November

- Watch for Diplomat E-Link
- There are a few programs that may interest students:
  - AMCP APPE experiences - The deadline to apply is in mid-December. Information can be found [here](#).
  - AMCP Foundation Summer Internships - Applications open in October/November and the deadline is January. Students will be notified in March. Information can be found [here](#).
  - AMCP Executive Fellowship in Health Care Association Leadership – Applications open in October and close in early December. Information can be found [here](#).
- Help student pharmacist members prepare for PGY1 Residency Match and industry fellowships
  - Promote and volunteer to participate in the AMCP mock interview program
- Begin planning for second semester activities
- Continue to assist student pharmacist members in preparing for PGY1 Residency Match and ASHP Midyear Residency Showcase

## December

- ASHP Midyear
  - Make arrangements to meet with students from your chapter/school
- Support your chapter with P&T competition (e.g., act as a judge for local competitions, discuss topics such as an overview of P&T in real-world practice, pharmacoeconomics, or how to develop a monograph). P&T competition information can be found [here](#).
- Remind students about the AMCP APPE experience and AMCP Foundation Summer Internship application deadlines

## January

- Watch for Diplomat E-Link
- Check in with the Faculty Advisor to see how it is going
- Assist in planning second semester activities

## February

- Work with chapter advisor and chapter president on submitting the graduation cord request form

## March/April

- Watch for Diplomat E-Link
- AMCP Annual Meeting
  - National P&T Competition Finals held
  - Make arrangements to meet with students from your chapter/school
  - Volunteer to be a Conference Buddy
  - Attend the Diplomat meeting
  - Attend the Diplomat and Faculty Advisor networking meeting
  - Attend the Student & New Practitioner Networking Reception

## May

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

## June

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

## July

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

*Updated August 2024*