**2015 Annual American College of Clinical Pharmacy  
Global Conference on Clinical Pharmacy – San Francisco, CA  
Clinical Administration PRN Business Meeting and Networking Forum Minutes**

**Monday, October 19, 2015, 6-9pm**

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| **Meeting Attendees:** | Terri Bianco, Julie Cunningham, Victoria Do, Maura Hall, Brandi Hamilton, Leslie Johnson, Helen Lim, Andrew Lucas, Tamara Malm, Elizabeth Michalets, Venita Papillion, Shiny Parsai, Richard Parrish, Grezyne Rieboudt, Renee Sager, Elizabeth Sebranek-Evans, Anita Sharma, Harminder Sikand, Angela Smith, Tyler Vest |
| **Agenda Item** | **Description/Discussion** |
| **Introductions and Welcome** | Angela Smith called the meeting to order. Attendees introduced themselves, and new officers introduced themselves:  ●Chair  - Angela Smith; Chair Elect - Venita Papillion; Secretary-Treasurer - Elizabeth Michalets  ●Angela Smith reported that the PRN's educational focus session had been successful and well attended. Approximately 153 participants attended, increased from approximately 50 the year prior. |
| **Approval of minutes from 2014 meeting** | The minutes from 2014 were approved. |
| **Board of Regents Liaison Report** | Dr. Tracy Hagemann, Board Liaison, presented the Board's focus and messages for the upcoming year:  ●The 2015 Annual Meeting had over 2,200 registered participants, representing record attendance at an Annual Meeting. She also announced that a new PRN, Perioperative Care, had been added increasing the number of PRNs to 25  ●Record student attendance had also taken place at the Annual Meeting with 440 students registered for the "Emerge from the Crowd" educational session. Additionally, growth was reported nationally in the number of student chapters, up to 69.  ●Students were commended for strong and vigorous competition during the final round of the 2015 Clinical Pharmacy Challenge. The winners were from the University of Minnesota competing against Thomas Jefferson University Jefferson College of Pharmacy in the final round.  ● Dr. Hagemann reported that *Pharmacotherapy* has developed a new strategic plan, which includes seeking collaboration and input from the PRNs. She reminded members about the *Pharmacotherapy* open house being held on Tue 8-10am for those interested in being authors, reviews or on the editorial board.  ●Dr. Hagemann reminded PRN members that nominations for officers and awards are due by November 30th to the Awards Committee and encouraged nominations from the PRN, including self nominations.  ●PRN members were encouraged to donate to the Political Action Committee (PAC) and will receive a "CMM Stupid" pin for donations. PAC is advocating for recognition of pharmacists as providers of comprehensive medication management (CMM) for Medicare beneficiaries. |
| **Research Institute and Practice Based Research Network (PBRN) Update** | Julie Maurey, Research Institute (RI) Board of Trustees Appointed Member, presented the report from the RI.  ●Dr. Maurey reported that the RI completed strategic planning with a timeline during the last 4 years. The mission statement is " to advance pharmacotherapy through support and promotion of research, training and education."  ●The RI will provide seed money in the form of grants to students, residents fellows, and junior investigators through the 2016 Futures Grant Program. Dr. Maurey requested that the PRN encourage students and residents to apply for these grants.  ●Focused Investigator Training (FIT) grants have provided an investigator boot camp for experienced researchers seeking extramural funding, whereas the Mentored Introduction into Research (MeRIT) grants have provided smaller grants to less experienced researchers who are also assigned a mentor. Dr. Maurey reported that Rachel Chennault, PhD in the RI can work with individuals with ideas for submission.  ● Dr. Maurey reminded attendees of the open house being held jointly with Pharmacotherapy 8-10am Tuesday. The RI is looking for abstract reviewers for 2016. |
| **Membership and Treasury Report** | Venita Papillion presented the membership and treasury report.  ●She reported that the PRN membership increased to 521 this year, up from 460 last year. She reported 123 students, up from 75 last year along with 26 residents and 3 fellows.  ●Dr. Papillion reported the PRN's treasury balance as $25,341.29 after providing the student and resident travel awards.  ● Participants reported the opinion that the PRN bridges a critical gap by providing meaningful support for new managers and young leaders that is otherwise missing in the profession and by developing competencies for leaders to use among staff members. |
| **Student and Resident Travel Award Recognition** | Angela Smith, Venita Papillion and Tammy Malm presented the student and resident travel awards for 2015. Dr. Papillion reported that Tammy Malm and Cindy Brasher had been instrumental in coordinating the nominations and acknowledged their efforts. Photographs were made as each recipient came forward to accept the award.  ●Student recipients ( $250 each) were: Shiny Parsai; PY4 University of Iowa College of Pharmacy and Tyler A. Vest; PY4 University of Cincinnati College of Pharmacy  ●The resident recipient ($750): was Brandi Hamilton; PGY2 Resident in Health System Pharmacy Administration; Catholic Health Initiatives St. Luke's Health - Baylor St. Luke's Medical Center  ●Attendees discussed and agreed upon increasing the travel award amounts for 2016 to $500 each for two students and $1000 for one resident ($2000 total). Attendees also discussed and agreed upon requiring students and the resident recipients to present a poster and to assist in writing one newsletter for the PRN during 2016.  ●Attendees discussed and agreed that the travel award amounts will be discussed and evaluated each year, based upon PRN financials.  ●It was decided that the Student/Resident Committee will work on details for next year's process and provide recommendations to the Nominations Committee. |
| **PRN Officers Meeting Report** | Elizabeth Michalets presented the report from the PRN Officers Meeting, held on Saturday October 17th at the Annual Meeting.  ● Present Elect Terry Seaton presented his message that highlighted implementation science, which is vital for bridging the gap between evidence based medicine (EBM) and implementing new practice models. The goal is moving forward in putting healthcare services research into practice. He described using CFIR (consolidated framework for implementation of research) as the formal process for implementation.  ● Brent Paloutzian (ACCP Staff) discussed the public access web page. Soon, each PRN will have its own website, each using the same template (accpoaccp.com). The new PRN website will have pre-populated deadlines and pertinent dates on the calendar.  ●The *Pharmacotherapy* Strategic Plan was presented by Edith Nutescu, Chair Board of Directors. The journal has three new strategic priorities: (1) advance pharmacotherapy (2) support scholars (3) enhance publications and services. The journal is seeking PRN input on how to develop new product lines and services. Attendees were encouraged to attend the open house at the Annual Meeting on Tue 8-10am, Continental BR 4 to learn more about manuscripts of interest or how to get more involved as a reviewer or editorial board member. Additionally, attendees were encouraged to attend the Scientific Author Development Program Tue 10:30 - 11:45, Plaza Room B. The journal is now available on twitter @pharmacojournal, and there is a free mobile app for iphones/ipads.  ● Shawn McFarland from the Awards Committee challenged each PRN Nominations Committee to nominate PRN members for awards (Nov 30 deadline, awards listed in dates and deadlines section).  ● Ed Webb provided a Professional Affairs, ACCP-PAC Update and encouraged members to attend Dr. Barr's Key Note Address on Monday morning on patient-centered care and the session on ACCP Advocacy and the Medicare Initiative, section 1861 of the Social Security Act. ACCP continues to be involved in legislative advocacy for pharmacists to be recognized as providers of comprehensive medication management (CMM) for Medicare Part beneficiaries; CMS and DHHS announced that by the end of 2018, 80% of payments will be value based instead of fee for service. He announced a competition among PRNs for the highest percentage of members who make a donation toward advocacy (ACCP-PAC). The winning PRN will receive two focus session slots at the 2016 Annual Meeting.  ●Elizabeth Michalets reviewed upcoming deadlines for nominations and new officer elections along with dates for upcoming meetings, as reviewed at the PRN Officer's Meeting and found on the agenda. |
| **PRN Committee Descriptions, Reports and Sign Ups** | Angela Smith and Venita Papillion provided a brief description of each PRN committee's responsibilities. The PRN Committees for 2016 are: Annual Planning, Education and Content Development, Nominations, Communications, and Student/Resident.  ●Annual Planning works on the focus session for the upcoming Annual Meeting.  ●Education and Content Development, works to develop one or more clinical administration related competencies. Venita Papillion reported that the committee had developed a competency for pharmacy communication this past year and stated the committee for 2016 could consider sending a survey to PRN members to assess competency needs within members' organizations.  ●Nominations is responsible for seeking nominations for PRN offices and recommending a ballot of candidates. In addition, the nominations committee is responsible for identifying and nominating worthy individuals for ACCP awards, elected offices, and fellowship status.  ●Communications is responsible for the PRN Newsletter and other communication related activities to enhance the sharing of information to the membership. Venita Papillion reported that the Communications Committee had published a spring newsletter. The goal this upcoming year will be to publish the newsletter at least every six months and to explore tapping into social media.  ●The Student/Resident Committee was newly formed this year and is responsible for implementing programs to enhance student and resident involvement including assisting with developing and distribution of travel stipends for qualified candidates. Tammy Malm reported that the committee had sent out a survey to students and residents, seeking input on their interests and needs. As a result, Andrew Lucas compiled a list of interests from students and residents. The group coordinated and planned several webinars for its student and resident members. The webinars were requested topics and had invited guest speakers: the importance of BCPS for administrative residents (Curtis Haas), administrative residencies (Jami Mann), and informatics residencies (Kimlee Smith). Tammy reported that some PRNs request that student and resident members present their posters at the PRN meeting and the group will evaluate this for next year.  ●Angela Smith pointed out that the PRN does not have a charter, mission and vision statements on record. Tammy Malm volunteered to work on these, as they will be posted on the new PRN website and provide helpful information for prospective and new PRN members.  ●Committee sign up sheets were circulated, and attendees were encouraged to volunteer. |
| **Topic Focus Session Programming** | Angela Smith presented the focus session topics that were suggested and not utilized in 2015 and announced that the PRN should select a topic for 2016.  ●Proposed topics not utilized in 2015: credentialing and privileging, medication reconciliation, management of drug shortages, USP 797 and issues with compounding pharmacies, leadership development, training for staff/development of "little leaders;" stretching beyond the comfort zone, advancing the pharmacy practice model (medication changes without protocols, medication histories, decentralization, intensifying the focus on competencies, pharmacy practice model within an ACO.  ●Officers reminded attendees that it would be optimal to consider President Seaton's message and to incorporate his message into programming, if possible.  ●One suggestion was to focus on Performance Improvement (PI) utilizing lean six sigma with staff (instead of managers). Another recommendation was to also incorporate other PI models such as IHI, small tests of change, PDCA cycles.  ●Attendees recommended that the topic utilize specific PI contextual examples embedded and discussed during the session such as medication reconciliation.  ●Another suggestion was to address how to engage staff members in change, maintain acceptance and excitement among staff, "the HR component of change control." Another recommendation was to discuss the balance between clinical and financial aspects inherent in PI initiatives.  ●Attendees unanimously agreed upon adopting the PI topic for the focus session in 2016. Angela Smith encouraged attendees to brainstorm and recommend potential speakers to the Annual Planning Committee for the selected topic.  ●Richard Parrish suggested that the new Perioperative PRN might be amenable to collaboration on the focus session if a pertinent process is selected as a PI example. |
| **Academy of Leadership and Management Certificate Program** | Angela Smith and Venita Papillion led a discussion about the ACCP Academy of Leadership and Membership.  ●The curriculum is designed for those who are currently in leadership or management positions or who aspire to pursue leadership positions in the future. The program will provide official ACCP recognition to leaders and managers who complete the program requirements. Pharmacy directors, deans, department heads, and program directors are encouraged to integrate the Leadership and Management Certificate Program with their own professional development efforts for management staff, faculty, and others who will benefit from enhanced leadership and management skills.  ●The cost is $150 to participate, and there are 35 participants this year who commit to attending two Annual Meetings. Participants are expected to finish certification within two years.  ●Each participant works on a project and selects a mentor, preferably one from their own institution. Attendees recommended that the PRN would be an outstanding source for additional off site mentors due to the leadership experience of its PRN membership. Another recommendation was to include a list of volunteer mentors for Academy participants on the new PRN website.  ●The committee also discussed the PRN being an ideal group to provide scholarships for Academy participants and will investigate this possibility for 2016.  ●Angela Smith will contact the Academy to discuss the possibility of off site mentors and collaboration with the PRN. |
| **Upcoming Deadlines and Meetings** | Attendees were reminded of upcoming committee deadlines and ACCP meeting dates found in the agenda and listed below:  ●November 30, 2015, Nominations for: 2016 Clinical Practice, Education, Robert M. Elenbaas, and Russell R. Miller Awards, 2017 Therapeutic Frontiers Lecture Award, and 2017 elected offices  ●December 4, 2015, Submission of synopsis of proposed PRN Focus Session for 2016 ACCP Annual Meeting  ●March 2016, Call for PRN officer nominations  ●Friday, April 8 - Sunday, April 10, 2016, Updates in Therapeutics 2016; Phoenix, AZ  ●June 2016, Nominations Committee sends PRN officer candidate slate to ACCP  ●July 8 - August 15, 2016, Balloting and voting for PRN officers; announcement of PRN officers to PRN on August 26, 2016  ●Saturday, October 22, 2016, PRN Officers Meeting and New Officer Orientation; Hollywood, FL  ●Saturday, October 22 – Wednesday, October 26, 2016, Annual Meeting; Diplomat Resort and Spa, Hollywood, FL  ●Friday, February 17 – Sunday, February 19, 2017, Updates in Therapeutics 2017: Jacksonville, FL |
| **Adjourn** | Angela Smith adjourned the meeting. |

Minutes respectfully submitted by,

Elizabeth Michalets, PharmD, BCPS, FCCP

Secretary/Treasurer ACCP Clinical Administration PRN

October 30, 2015