**2016 Annual American College of Clinical Pharmacy  
Global Conference on Clinical Pharmacy – Hollywood, FL  
Clinical Administration PRN Business Meeting and Networking Forum Minutes**

**Tuesday, October 25, 2016, 6-9pm**

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| **Meeting Attendees:** | Cindy Brasher, Jessie Burch, Victoria Do, Amber Elliott, Darlene Hurst, Angela Livingood, Andrew Lucas, Junior Lyman, Tamara Malm, Elizabeth Michalets, Kembral Nelson, Venita Papillion, Richard Parrish, Mary Rasmussen, Renee Sager, Megan Schuster, Elizabeth Sebranek-Evans, Harminder Sikand, Angela Smith, Matthew Tanner |
| **Agenda Item** | **Description/Discussion** |
| **Introductions and Welcome** | Venita Papillion called the meeting to order. New officers introduced themselves:  ●Chair  - Venita Papillion; Chair Elect – Elizabeth Michalets; Secretary-Treasurer – Tamara Malm  ●Venita reported that the PRN's educational focus session had been successful and well attended. Approximately 60 participants attended. |
| **Approval of minutes from 2015 meeting** | The minutes from 2015 were approved. |
| **Board of Regents Liaison Report** | D. Eric MacLaughlin spoke on behalf of Dr. Tracy Hagemann, Board Liaison, regarding the Board's focus and messages for the upcoming year:  ● Dr. MacLaughlin reported that *Pharmacotherapy* has continued to refine the 2015 strategic plan, by continuing to promote collaboration amongst the PRNs, with special interest in developing themed issues. The 4 themes for Pharmacotherapy for 2017 are: High Cost drugs, Precision Medicine, Neonatal Abstinence and Opioid Addiction.  ● PRN contributions to the PAC were announced, where the PRN with the most dollars contributed and the PRN with the highest percentage of contributing members received Monday Business meeting time slots for the upcoming Annual Meeting. The PAC will continue to advocate for recognition of pharmacists as providers of comprehensive medication management (CMM) for Medicare beneficiaries.  ●Dr. MacLaughlin 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. |
| **Membership and Treasury Report** | Tamara Malm presented the membership and treasury report.  ●She reported that the PRN membership stayed the same this year, at 505 members. She an increase in student members, and a similar number of resident members, which a total of 162 resident/student members, approximately 32% of the CADM PRN membership.  ●Dr. Malm reported the PRN's treasury balance as $27,072.00 before dissemination of the student and resident travel awards. After the awards have been dispensed, the PRN will be in a similar financial state as 2015. |
| **Student and Resident Travel Award Recognition** | Tamara Malm presented the student and resident travel awards for 2016. During the 2015 CADM PRB Business Meeting, it was decided that student and resident Travel Award value will be increased, in order to stay competitive with other PRNs. Dr. Malm noted that Cindy Brasher, the 2015 Award Winners and the rest of the committee coordinated a series of events with great turnout. Photographs were made as each recipient came forward to accept the award.  ●Student recipient ($500 each) was: Kembral Nelson, P4 at University of Tennessee College of Pharmacy  ●Fellow recipient ($1000) was: Victoria Do; Second Year Fellow in Medication Safety, Quality and Informatics at Saint Vincent Hospital in Worcester, MA  ●Attendees discussed and agreed that the travel award amounts will continue to be discussed and evaluated each year, based upon PRN financials. The award amounts will stay the same for 2017.  ●The number of applications for 2016 was down from 2015. The committee discussed what possible barriers exist to submitting an application and how to overcome those barriers. Ideas included: proximity of meeting, Tuesday Business Meeting is difficult to attend, projects/posters are difficult to complete by October for presentation. The Student/Resident Committee will discuss ways of overcoming these barriers for 2017. |
| **Topic Focus Session Programming** | Venita Papillion presented the focus session topics that were suggested and not utilized in 2016, as well as the topics that were generated from a Survey Monkey sent to the CADM PRN in September 2016 and again in October 2016. She announced that the PRN should select a topic for 2017.  ●Proposed topics not utilized in 2016: credentialing and privileging, management of drug shortages, advancing the pharmacy practice model (medication changes without protocols, medication histories, decentralization, intensifying the focus on competencies), pharmacy practice model within an ACO.  ●Topics compiled from the 2016 Survey Monkey: USP 797/800 implementation, pharmacoeconomics of high-cost drugs, models of transitions of care, best practices for expansion of clinical pharmacy services, succession planning, and pharmacy informatics.  ●Officers reminded attendees of the new themes for 2017, and how it would be optimal to consider incorporation of one of the themes to the 2017 Focus Session.  ●It was noted that Credentialing and Privileging would be a good topic because it is so timely, although could be very difficult due to differences amongst state legislation.  ●The informatics theme seemed very broad and needs to be streamlined to something more specific: how to optimize CPOE, developing a widget for clinical pharmacy services, how to tie pharmacy actions to metrics (HCAHPS scores, HEDIS measures). An idea was to bring in one speaker from each large EMR user: Epic, Cerner, MediTech, DoD  ● The group thought that Transitions of Care was likely to be tackled by the Ambulatory Care or Internal Medicine PRNs. This could be an opportunity for collaboration.  ●Attendees unanimously agreed upon picking 2 topics, and surveying the entire CADM PRN once more for a final decision. The two topics chosen were Pharmacoeconomics and Credentialing and Privileging. The Annual Planning Committee will then work on the objectives of the selected topic. |
| **Research Institute and Practice Based Research Network (PBRN) Update** | Rex Force, Research Institute (RI) Board of Trustees Appointed Member, presented the report from the RI.  ●Dr. Force reported that the RI will continue to promote their mission statement: " to advance pharmacotherapy through support and promotion of research, training and education." He added that the RI and PBRN is looking for ways to strengthen the relationship between the PBRN and the PRNs in order to conduct broad studies, ask questions of a larger audience, and appeal to the needs of more clinical pharmacists.  ●The PBRN is therefore asking for a liaison from the CADM PRN that will act as the direct line of communication between the PBRN and the PRN. Two volunteers were elected and will work together to represent the CADM PRB during 2017.  ●The RI will continue to provide seed money in the form of grants to students, residents fellows, and junior investigators through the 2016 Futures Grant Program. He noted that these grants are funded through the Frontiers Fund, and that all members that would benefit from research contribute to the Fund to ensure it’s sustainability.  ●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. Force reported that Rachel Chennault, PhD in the RI can work with individuals with ideas for submission.  ●The PBRN is also interested in developing an app. The focus of the app can be for anything pharmacy related, and all ideas are welcome at this time. Anyone in the PRN with interest in developing an app should reach out to the PBRN this year.  ● Dr. Force reminded attendees of the open house being held jointly with Pharmacotherapy. Everyone is welcome. The RI is looking for abstract reviewers for 2017. |
| **Travel Award Presentations** | The 2016 student and resident Travel Award Winners presented their administrative-related projects.  ●Kembral Nelson, P4 at University of Tennessee School of Pharmacy, presented her project entitled: “The impact of discharge medication programs on transition of care and patient satisfaction”. She conducted a survey to patients who utilized a bedside medication delivery service, as well as a retrospective chart review of patients who used the service to determine readmission rates. Her group was able to show a better understanding of medications after using the service, and decreased readmissions during the 3 month follow up period. After her student-led project was complete, the hospital system decided to implement a student-led discharge counseling initiative that impacts patients as well as student learning. The group commended Kembral on her ability to take initiative to fix a problem, the importance of her work.  ● Victoria Do, second year fellow at Saint Vincent Hospital in Worcester, Massachusetts, presented her project entitled: “Development and Validation of a Pharmacy Driven Multifactorial Fall Risk Trigger Tool”. Despite a validated tool already being used in her institution to assess fall risk, patients were still falling that were categorized as low risk. Therefore, a Multifactorial Tool was developed to predict fall risk by capturing physical and functional characteristics with high fall risk medications. A prospective assessment using the new Tool was compared in a retrospective chart review to determine which extra factors should be considered when assessing a patients risk for fall. Medications were assigned points according to their risk, as well as number of medications and patient age. She will assess the Tool for it’s ability to reduce falls and decrease length of stay in the upcoming year. |
| **PRN Committee Reports and Sign-Ups** | Venita Papillion announced the 5 committees for 2017, and asked for volunteers.  ●The Annual Planning Committee will be Chaired by Venita Papillion. The committee must develop a Focus Session proposal by the beginning of December, and submit a final, detailed description of the focus session with speakers by January 2017.  ● The Nominations Committee will be Chaired by Elizabeth Michalets. The committee must recruit nominations for the ACCP Annual Awards, and Fellows by December 2016, as well as nominations for the 2017 CADM PRN Officer slate by March 2017. The committee will make the final decision on the Travel Award Winners in Summer 2017.  ●The Communications Committee will be Chaired by Andrew Lucas. In addition to the bi-annual Newsletter, the committee will also be in charge of updating the CADM PRN Website, organizing the PRN archives, and developing a social media presence for the PRN.  ●The Student and Resident Committee will be Chaired by Cindy Brasher. The committee had a successful 2016 with 4 webinars that targeted students and residents in administrative paths. Each webinar was well attended, with the final webinar, hosted by the 2015 Travel Award winners (Tyler Vest and Shiny Parasai) being the best attended with 50+ attendees. The committee will work together to continue providing great programming and looking for new ideas for 2017.  ●The Education and Research Committee will be Chaired by Nitish Bangalore. The committee will be tasked with developing ideas for a White Paper or opinion paper for a 2017 edition of Pharmacotherapy. They will also work closely with the PBRN. |
| **Upcoming Deadlines and Meetings** | Attendees were reminded of upcoming committee deadlines and ACCP meeting dates found in the agenda and listed below:  ●November 30, 2016, Nominations for: 2017 Clinical Practice, Education, Robert M. Elenbaas, and Russell R. Miller Awards, 2018 Therapeutic Frontiers Lecture Award, and 2018 elected offices  ●December 2, 2016, Submission of synopsis of proposed PRN Focus Session for 2017 ACCP Annual Meeting  ●February 17-19: Updates in Therapeutics 2017; Jacksonville, FL  ●March 2017, Call for PRN officer nominations  ●June 2017, Nominations Committee sends PRN officer candidate slate to ACCP  ●July 8 - August 15, 2017, Balloting and voting for PRN officers; announcement of PRN officers to PRN on August 2017  ●October 7, 2017; PRN Officers Meeting and New Officer Orientation; Phoenix, AZ  ●October 7 – October 10, 2017, Annual Meeting; Phoenix, AZ |
| **Adjourn** | Venita Papillion adjourned the meeting. |

Minutes respectfully submitted by,

Tamara Malm, PharmD, MPH, BCPS

Secretary/Treasurer ACCP Clinical Administration PRN

December 1, 2016