



New York State Council of Health-system Pharmacists

Report of the Director of Pharmacy Management

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Saratoga Springs, New York

This report is for consideration by the New York State Council of Health-system Pharmacists House of Delegates only and does not represent official policy until approved the House of Delegates

I. Responsibility of the Division

The charge of the Division of Pharmacy Management, as defined in the Constitution and Bylaws of the NYSCHP, is to be responsible for:

Reviewing and recommending revision of the functioning of the Council including, but not limited to, planning for growth through reviewing organization and goals, leadership training and providing Constitutional and Bylaws changes.

II. Recommendations from 2018 House of Delegates

- a. A student representative should be added as a voting member of the HOD
 - i. **Reviewed by the Constitution and By-Laws Committee:** Adding student delegates and granting students voting privileges in the HOD. This process will not change student membership status. Apportionment of chapter delegates will be unaffected. It will add two delegates overall, but should not have an effect on overall quorum. Maximizing student delegates to 2 delegates will mirror small chapters (see attached report).
 - b. Reinstate the NYSCHP Leadership Development Program and Review the revenue from the last 2-3 winter CE programs and reinstate it if the revenue is greater than that of the other on-site CE programs (e.g. critical care).
 - i. **Reviewed by the Leadership Committee:** The goal is to have a leadership meeting in place of the winter CE program for Winter 2019-20.

III. Committees of the Division

New Practitioners Committee

Chair: Amy Wojciechowski

Conference Calls:

May 4, 2018

NYSCHP Annual Assembly Networking Event

Overall event was a success, good turnout and lots of interaction amongst the attendees, both new and seasoned practitioners attended. Some potential improvements for future events at annual assembly:

- plan far enough in advance to get event put on the official AA meeting agenda so that there is a greater awareness
- communication should be sent out to all AA attendees, not just those registered for the residency programming
- potentially getting a dedicated space for the event (as opposed to a bar area where other people are congregating) to make it more clear who is part of our event
- need to get involved in AA planning committee earlier, as increased growth of the event makes logistics and planning more challenging
- recruit vendor to pay for drinks/appetizers/etc at our event (breakfast vs lunch vs happy hour)

Survey to determine NPC activities for next year:

Survey that Pavel created and updated is ready to go in survey monkey. Amy will write up an email message to ask for participation and send to Shaun to forward out to the membership (email distribution done, still needs to go out via social media). The plan will be to review these results and discuss at next meeting to determine future activities.

NYSCHP Committee Representation:

Reach out via word of mouth to find anyone who would be interested in serving on any of the committees, including Communications, Education, Membership, Public Policy, Annual Assembly, etc. Have interested members contact Shaun to be pointed in the right direction of who to contact about each individual committee.

Additionally, Stephanie sent the attached document which outlines for students the goals of committee membership as well as the specific expectations for members of each committee.

June 22, 2018

Annual Assembly NPC event was successful, Amy will reach out to planning chair for upcoming year to let her know we are interested in having NPC focused events next year. Additionally, we should encourage NPC events at the local level in our chapters to facilitate in-person networking for new practitioners on a more frequent basis.

Educational webinars – Harshal will coordinate the educational webinar series, collaborating with the Education Committee, possibly have new practitioners give clinical talks to help them gain experience.

Networking online meetings – Emma will coordinate online networking sessions, possibly have participants submit questions in advance, moderator reads the questions and answers and/or solicits audience conversation on the topic

New Practitioner Spotlight – Harshal and Richard Williams will coordinate development of Spotlight series, possibly rotating between chapters to highlight a new practitioner, ASHP format for this type of spotlight was recommended to stay consistent with what the national organization does. Spotlights will be highlighted on the website and possible in the Newsletter (reach out to Cathy and the Communications Committee to coordinate this)

New Practitioner Listserv – Conference call scheduled for next week, Harshal and Amy to meet with Shaun, Rebecca, and Cathy to discuss logistics of creating a Listserv for New Practitioners to disseminate information and facilitate discussions.

August 31, 2018

1. New practitioner spotlight: First spotlight was done on Emily Messing, a PGY2 from Memorial Sloan Kettering. Currently awaiting response from Cathy regarding when this will go into the NYSCHP newsletter. At that time we will also request posting on the New Practitioner tab of the website. The plan is to alternate downstate and upstate each time, with a frequency to correspond with newsletter releases. I will work on getting an upstate member for the next spotlight.
2. Educational webinars: planning on starting in Spring 2019. Topics to be selected based on new practitioner survey that was sent out in the spring. Harshal will work with Heidi on deciding on topics and scheduling dates.
3. Networking online meetings: Emma working on scheduling a networking session for October, date and exact topic to be determined
4. Listserv/online forum: Rebecca and Shaun are in the process of setting up on the website a forum with an associated email list to distribute the forum discussions. The plan is for the list to contain all residents automatically, and then reach out to other new practitioners to see who else would like to be on the list. Potentially a group moderator will be assigned to keep the conversation going and initiate discussions on various topics
5. Annual Assembly networking event: AA planning committee has started their meetings for the year, plan to have a general agenda/schedule by the end of October. Plan is to have a new practitioner

networking event like last year, but having it in the official agenda will help to spread the word. The consensus is to keep the event on-site at the conference hotel rather than an off-site location.

6. We also discussed the size/makeup of the committee. There is no standardized number of members or method of selecting committee members for NYSCHP committees, many remove members who haven't actively participated in committee activities 6-12 months so this is something we may decide to do for this committee as well. In the meantime, I would request that anyone on this email list who no longer wants to be a part of this committee, please email me and I will remove you from our list.

October 18, 2018

1. **Networking online meeting** – currently being set up by Emma. Potential plan is to have a webinar type platform with several moderators and the rest of the participants typing in responses for the discussion. Another idea suggested by Shaun is to use the AnyMeeting platform to have all participants able to speak to enable better engagement which may be beneficial for networking. Ground rules for speaking would have to be set so everyone isn't trying to talk at the same time. Emma will look into both potential platforms and work with Rebecca on scheduling. Tentative plan is to aim for a date in early November for the first networking session. Frequency and timing of potential subsequent sessions will be determined after an evaluation of how the first one goes.

2. **Educational webinars** – several potential speakers/topics have been submitted to the education committee. If other new practitioners are interested they can submit proposed topics as well

3. **New Practitioner Spotlight** – first spotlight has been submitted and awaiting publication in the next newsletter, likely to be released within the next month. When published, the spotlight will also be added to the new practitioner tab on the website. The second spotlight has been completed and will be submitted soon for the following newsletter. Additional people to spotlight will be needed for subsequent issues next year.

4. **Online Forum** – testing phase on target to be started by the end of next week. Shaun will add the people on this committee as a test group to play around with the features and determine any changes that need to be made before opening up to the general membership. We will need to decide how to add members (topic for next meeting). One potential idea is including all the resident members unless they opt-out, and the rest of the general membership may opt-in if they would like to be included. There is no need at this time to absolutely exclude members who are no longer new practitioners as they may still be able to provide valuable contributions to the conversation.

5. **Annual Assembly networking event** – social event likely to be scheduled for Saturday afternoon, need to avoid overlapping with any resident or student programming. Event will be included on official program agenda so more people will be aware of it this year. Also discussed the potential of having a sponsored breakfast if anyone has a vendor who would want to pay for such an event.

6. **Award Nominations** – Lisa mentioned that Chris Jadoch is soliciting nominations for awards, including the New Practitioner Award. If anyone wants to nominate someone for this award (or any other awards), submit to Chris. Award criteria are listed on the NYSCHP website.

November 15, 2018

Networking online meeting: Emma working with Rebecca on scheduling a date. Initial plan was for November, however date options were limited so we decided to push the event back to January to avoid conflict with holidays and ASHP Midyear, etc. January gives more scheduling availability as well as more time to advertise the event. Discussed option of conference call vs AnyMeeting online platform.

Advantages of AnyMeeting include ability to use visuals, see an attendee list, guide conversation by having attendees get in a queue to ask their question or have a moderator guide the conversation on the screen. Advantages of conference call is easier scheduling due to more open availability. Hopefully by pushing it out to January we will be able to find a good date using the AnyMeeting platform to hold the event. If scheduling availability is a barrier the fallback plan will be to use a plain conference call instead.

Educational Webinars: Still in need of additional speaker suggestions. Current target for the next webinar will be sometime around July. This would be a great opportunity to give a CE at the state level and help build your CV and experience. Let me know if you or any of your new practitioner colleagues are interested in submitting a topic proposal. Here is the list of currently scheduled and/or proposed topics:

- September: Ketamine
- October: collaborative with ACCP: Work Smarter Not Harder
- November: USP 800
- December: Penicillin Allergy
- Preceptor Development
- Transitions of Care
- New Antibiotics (omadacycline, eravacycline, plazomicin)

New Practitioner Spotlight: Currently on track with the first two spotlights already submitted. There has been some delay in getting out the next NYSCHP newsletter due to change in leadership; Angela Cheng will now be taking over Communications so it may be a while before newsletter schedule gets back on track. We will need additional new practitioners to spotlight for future editions, likely sometime in the spring. If you know a new practitioner who should be spotlighted, let me know so we can get the process started and have them ready to go in advance.

Online Forum: Initial testing done with new online forum platform was not successful. Software update was done and they are working to fix the glitches. Hopefully will have a product ready for a test run within the next month or two. After internal testing, a larger test with New Practitioner Committee will be done. Backup plan remains one of the “community” platforms that is currently available, but we are still hopeful that the Forum platform will be up and running by early next year.

Annual Assembly Networking Event: social event to be scheduled for Saturday afternoon similar to last year, next planning meeting for AA will be the last week of November. Will plan for including the event in program agenda as well as advertising via other platforms (email to registrants, social media, etc.).

December 26, 2018

New Practitioner Networking Session at ASHP MCM

Harshal gave updates on the new practitioner networking session that was done at a national level. Format was speed-dating style, where new practitioners went around to meet with facilitators for 10-minute sessions. The facilitators were divided into sections based on area of interest so that the new practitioners could tailor their experience to make it more relevant to their practice. At each table there were a list of questions to facilitate discussion if needed. Overall the event was deemed a success, and we discussed the possibility of bringing an event like this to a future NYSCHP Annual Assembly, possibly in 2020. Plan to discuss this in more detail in summer when planning for the 2020 Annual Assembly begins.

Networking Online Meeting

No updates at this time. Amy will reach out to Emma to check on the status of plans for setting this up in the next month or two.

Educational Webinars

Education Committee is still looking for one more topic proposal from a new practitioner for a summer 2019 webinar. Let me know if you or any of your new practitioner colleagues would be interested in presenting a CE and we can work with you on a potential topic to submit to the committee for review.

New Practitioner Spotlight

NYSCHP newsletters are back in production after a change in the Communications position. A December newsletter was just released, and the plan is to include the first New Practitioner Spotlight in the first issue of the new year. We currently have the first two spotlights completed and submitted, but we will need additional spotlights for issues later in the spring/summer, so please let me know if you know of anyone who should be spotlighted and we can get the process started.

Online Forum:

System is ready to go for pilot testing of the online forum. Amy will work with Rebecca and Shaun to test out the new platform, with plans to pilot on a larger scale with the New Practitioner group afterward.

Annual Assembly Networking Event:

Networking happy hour scheduled for Saturday afternoon similar to last year. Will plan for advertising via email and social media in advance of the event, as well as inclusion in the program agenda.

January 17, 2019

Networking online meeting:

Emma is in the process of scheduling dates, potentially Feb 12 or 14. Plan is to use webinar platform, limit participation to 20-25 people, send out some potential discussion topics in advance to get the conversation going with the help of 2-3 moderators. Participants will need to sign up in advance. Email and New Practitioner Forum will be used to advertise event. Also plan to let people know about the New Practitioner Annual Assembly events on the webinar to help raise awareness.

Online Forum:

Forum is up and running on the website. Resident members and New Practitioner Committee members have been added so we need to reach out to see who else wants to be added. Plan is to reach out to chapter presidents to solicit interested members, put a message in the next news brief about the Forum, use local chapter new practitioner lists where available, etc. Each additional person has to be manually added to the database by the Council office; there is no way for an individual to click a "subscribe" button and automatically be added. The plan is to use this Forum as a means for new practitioner members to communicate with each other. We will also plan to have moderators of the Forum to post topics periodically to get the conversation going. *If you are interested in being a Forum moderator, please email me and we can discuss plans for this.* Once the date is set for the networking online meeting, we will also use the Forum to advertise the event and to solicit topic suggestions.

Annual Assembly Networking Event:

Happy hour event will be in conference programming. Plan to advertise via email to Residency Research & Practice Forum registrants, New Practitioner Forum Announcement, during the Networking online meeting in February, possibly an announcement in the News Brief. Suggestion was made to create a flyer about the New Practitioner Committee to be handed out at the event to help spread the word about the what we have to offer and how to get involved. *Anyone who is interested in helping create such a flyer please let me know.*

Constitution and ByLaws Committee

Chair: Tom Lombardi

Members: Lisa Voight, Liz Shlom, Stephanie Seyse, Shaun Flynn

Conference Calls:

September 10, 2018

- See attached proposed changes to the constitution and by-laws

Bernard Mehl Leadership Award Committee

- Director of Pharmacy Management asked to sit on selection committee

Respectfully submitted,

Robert Berger, Pharm.D, MBA, BCPS

Director of Pharmacy Management