**HOUSE OF DELEGATES**

**Saratoga, New York**

**April 28 – May 1, 2016**

**REPORT OF THE DIVISION OF CHAPTER SERVICES**

**William Allan Prescott, Jr.**

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 by the House of Delegates.

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1. **RESPONSIBILITY OF THE DIVISION**

The charge of the Division of Chapter Services, as defined in the Constitution and Bylaws of the New York State Council of Health-system Pharmacists (NYSCHP), is to coordinate the issues and information between the Board of Directors and the Membership through the affiliated chapters. This division is also responsible for the coordination of activities with Schools of Pharmacy.

1. **COMMITTEES OF THE DIVISION**
	1. **Membership Committee**
		1. Purpose: To promote membership growth for the NYSCHP by recommending and implementing recruitment and retention activities.
		2. Members:
			1. Troy Kish (Chair); Matthew Taranto (Central); Kyle Marks (Leatherstocking); Caesar Alaienia (Long Island); Zane Last (New York City); Leslie Riddle (Northeastern); Matthew Zak (Rochester); Ashley Galla (Royals); Peter Grassi (Westchester); Melissa Guarino (Western).
		3. Status of Objectives:
			1. Understand membership needs/wants:
				1. Membership survey developed, pre-tested, and distributed to NYSCHP membership August-October 2015. The survey was completed by 332/1298 members (25.6% response rate). Each chapter was represented. Analysis of the survey results completed (see summary below, full report available upon request). NYSCHP BOD reviewed at October 2015 meeting. Data and open-ended comments sent to committee chairs. Membership committee reviewed at November 2015 meeting. Full report of survey results (overall and chapter-specific data) sent to chapter presidents and a summary of survey results disseminated to general membership via the October News Brief.

Summary of results: The membership viewed the activities/opportunities offered by the NYSCHP and the nine local chapters as valuable. The NYSCHP website was rated as ‘good’ to ‘very good’ for ease of use, overall appearance, quality of information, and quantity of information. The membership cited “newsletter” as their preferred method of receiving information from the NYSCHP and their local chapter (84.4%). The membership expressed overall satisfaction with the News Brief; however, only two-thirds of responding members indicated that they were aware that the NYSCHP distributes this newsletter. Continuing education (CE) offerings at the state and local levels were highly rated in both quantity and quality; however, the value of CE offerings varied somewhat between local chapters. Responding members expressed an interest in expanding live and non-live on-line educational offerings.

* + - * 1. Focus groups (members/non-members) within each chapter (in-progress). Purpose: to identify needs/wants of current/prospective members having diverse roles / practice areas (e.g. students, residents, pharmacists [health-system based, faculty, etc.], technicians, etc.).
			1. Track / Analyze Membership Statistics:
				1. Membership database clean-up driven by the NYSCHP office. The Council office is pursuing options for database management.
				2. Membership data (as of February 29, 2016):

*Total Membership (2015)*

\*Average Membership Jan – May 2015 = 1939

\*Average Membership June – December 2015 = 1320 (31.9% decrease vs. Jan-May)

\*Reflects membership as of 12/31/15 = 1358

\*Membership as of 1/31/16 = 1581 (19.8% increase vs. June-Dec 2015 / 16.4% increase vs. Dec 2015)

*Active Membership (2015)*

\*Average Membership Jan – May 2015 = 958

\*Average Membership June – December 2015 = 698 (27.1% decrease vs. Jan-May)

\*Membership as of 12/31/15 = 686

\*Membership as of 1/31/16 = 755 (8.2% increase vs. June-Dec 2015 / 10.1% increase vs. Dec 2015)

*Non-voting Membership (2015)*

\*Average Membership Jan – May 2015 = 981

\*Average Membership June – December 2015 = 621 (36.6% decrease vs. Jan-May)

\*Membership as of 12/31/15 = 672

\*Membership as of 1/31/16 = 826 (33.0% increase vs. June-Dec 2015 / 22.9% increase vs. Dec 2015)

* + - 1. Identify under-represented groups and geographic regions.
				1. New chapter in development: Upstate New York Society of Health-systems Pharmacists (UNYSHSP):

Purpose: To better serve active/non-voting members residing in an under-represented area of New York State and to expand membership in this geographic region.

Proposed geographical boundaries: St. Lawrence County, Plattsburgh, Malone, Northern Franklin, Franklin, and Clinton. This will overlap neighboring chapters, but the overall impact appears to be minimal: 7 members across these counties (2 in Central, 1 in Leatherstocking and 4 in Northeastern). Neighboring chapter presidents are in support of this new chapter.

Membership: Identified > 22 prospective new pharmacist members and multiple technicians planning to join the NYSCHP. This represents at least 1 pharmacist in each hospital in Saint Lawrence County, as well as Adirondack Medical Center and Carthage. There appears to be adequate pharmacists interested in serving in leadership roles.

Status: C&B drafted early January. Submission to NYSCHP C&B committee pending. Chapter needs to incorporate.

* + - * 1. Reactivation of existing chapter: Southern Tier

Purpose: To better serve active/non-voting members residing in an under-represented area of New York State and to expand membership in this geographic region.

Status: C&B approved February 2016. Chapter in the process of identifying leadership.

* + - 1. Membership Recruitment Initiatives
				1. Implement incentives for Chapter to expand membership (2015 HOD recommendation, Christopher Ho, Royals).

Membership drive reimbursement: The NYSCHP has set aside $2000 for local chapter recruitment initiatives. Each Chapter has been allotted $222 to be used for recruitment purposes (due date: December 15th). Grants awarded in 2015:

Central: Purpose – to support a membership drive luncheon. Resulted in recruitment of 15 new members.

New York City: Purpose – to support a t-shirt promotion for a membership drive targeting pharmacy technicians.

Royals: Purpose – to support the purchase of lanyards for badges with the Royals logo to assist in new member recruitment.

Expansion of Pledge membership criteria: Active member dues = $230 vs. Pledge member dues = $100. Previous eligibility for a pledge member was as follows: “for those who are in their first year post-graduation”. The membership committee proposed that this be changed to: “for new members (e.g., new or > 3-years since last membership)” so as to expand eligibility and encourage new members to join and past members to re-join at a reduced rate for the first year, regardless of time post-graduation. This classification would be considered active members, but would be listed under a different membership category when joining. Approved by the BOD on 2/22/16.

* + - * 1. Follow up with graduating student members who stay in New York to become pledge members (2015 HOD recommendation, Stewart Siskin, Western).

Graduating student survey:

Developed in cooperation with the Pharmacy School Liaison Committee.

Survey purpose: To collect detail regarding job placement (e.g., in-state, PGY1 residency, health-system related job, etc.) and contact information to facilitate transition from student to active membership.

Survey will be distributed by each school’s faculty liaison to graduating students prior to graduation (early April), with a reminder email sent mid-April. Data will be organized by the NYSCHP Director of Chapter Services and sent to the School Liaison and Membership Committees.

Approved by the Membership Committee on 1/19/16 and the Pharmacy School Liaison Committee on 1/21/16. Approved by the NYSCHP BOD on 1/21/16.

* 1. **Pharmacy School Liaison Committee**
		1. Purpose: To promote and encourage involvement in NYSCHP to faculty and future pharmacists.
		2. Faculty Members: Bill Prescott (Chair); Nicole Stack Lodise (Albany College of Pharmacy); Troy Kish (Arnold and Marie Schwartz); Nicole Eckard (D’Youville); Matthew Zak (St. John Fisher); Joseph Brocavich (St. John’s University); Nick Norgard / Erin Slazak (University at Buffalo); Mary Choy (Touro).
		3. Student Members: Christine Echtenkamp (D’Youville); Tessa Kelly / Jordan Siembor (St. John Fisher); Maya Holsen / Rachael Cardinal (University at Buffalo); Olawonuola Abiona / Phoebe Wong (Touro). No student representatives from Albany College of Pharmacy, Arnold and Marie Schwartz, St. John’s University.
		4. Status of objectives:
			1. Collaborate with the membership committee on the overlapping 2015 HOD recommendation: Follow up with graduating student members who stay in New York to become pledge members (see above).
			2. Facilitate submissions for the NYSCHP Student Corporate Sponsored Essay: 2 submissions for the 2016 award.
			3. Student Chapter Grant Program – grants awarded in 2015:
				1. Touro ($500, approved 4/13/15): Purpose – to support an influenza clinic.
				2. University at Buffalo ($500, approved 4/13/15): Purpose – to support bus for Legislative Day.
	2. **Other Chapter Services Activities**
		1. Targeted expansion of the NYSHCP Speaker’s Bureau: This will serve to provide chapters with speakers in their region that are qualified to provide CE sessions deemed in high/moderately high demand (as per results from the ACPE required member needs assessment surveys).
			1. Status: Survey distributed to membership October-November 2015. Organized data and sent results to the NYSCHP BOD and chapter presidents on December 7, 2015.

**Recommendations:**

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| --- | --- | --- | --- |
| NYSCHP Policy # | Position Statement | Reviewing Body | Recommendation |
| 4-06 | NYSCHP supports collaborative drug therapy management to aid in the retention of pharmacy school graduates in New York State. | Pharmacy Practice, Chapter Services, VP Public Policy. | Sunset (per Pharmacy Practice). |

Respectfully submitted,

William Allan Prescott, Jr., Director of Chapter Services