



Pharmacy Leadership
Academy



Center for Health-System Pharmacy Leadership Pharmacy Leadership Academy Rolling Application

*This activity is supported by an educational grant from Amgen
and is
Administered by the American Society of Health-System
Pharmacists Research and Education Foundation.*

ELECTRONIC APPLICATION INSTRUCTIONS

These instructions should be followed carefully. Only after all the requested information has been received will an application be considered complete and eligible for evaluation by the ASHP Foundation's Review Panel.

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THE ELECTRONIC APPLICATION IS LOCATED AT:
[HTTP://WWW.CENTERPLA.ORG/ENROLLMENT-APPLICATION.HTML](http://www.centerpla.org/enrollment-application.html)

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I. PROGRAM DESCRIPTION

The Pharmacy Leadership Academy is a series of nine robust distance-learning modules designed as a comprehensive curriculum to enhance the leadership and management skills of aspiring pharmacy leaders and pharmacists new to leadership positions. Each program cycle begins in January of each year. Each module is designed to be completed in 6 weeks with breaks approximately every 2 modules and no modules given during the months of July or August. The Academy will require 15 months to complete all nine modules. Each module will be led by three content experts who will serve as Academy faculty members. The Academy will:

1. Provide a unique learning alternative to programs such as pharmacy residencies, short courses, and industry programs;
2. Provide leadership education in a college graduate credit-worthy platform applicable to practitioners in small to large hospitals and health systems;
3. Maximize distance education and minimize full-time education;
4. Provide real-world pharmacy case studies as a basis for summarizing objectives of topics demonstrating relevance to practitioners;
5. Incorporate e-mentorship into the fabric of the program; and
6. Educate qualified pharmacists through an advanced Learning Management System and technologies enhancing their leadership performance.
7. Provide a conduit for advanced master degree training through partnerships with colleges/universities.

Topics to be covered will include:

- Leading the Pharmacy Enterprise
- Leading Yourself
- Leading People
- Leading Change through Innovation
- Leading for Safety and Quality
- Leading Financial Management
- Leading Technology Advancement
- Leading with Executive Presence
- Leading for Results

II. CONTINUING EDUCATIONAL CREDIT



The American Society of Health-System Pharmacists is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. Each PLA module is providing 15 hours (1.5 CEUs) of continuing pharmacy education credit. Participants are required to receive a passing grade to earn CE credit; partial credit is not offered. Expanded ACPE information is found on the ASHP Foundation website.

Format: Home study (H)

CE Credit hours: 15 per module

Activity type: Knowledge-based

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III. ELECTRONIC APPLICATION SUBMISSION AND SELECTION PROCESS

This activity is most beneficial for a pharmacist with at least 5 years of post-degree pharmacy practice experience in progressive clinical and/or management pharmacy responsibility within a health-system, and who seeking self-improvement to assume greater pharmacy leadership responsibilities.

Successful applicants will be pharmacists who have demonstrated motivation to acquire leadership skills. Applicants should meet the following eligibility requirements:

- A licensed practicing health-system pharmacist.
- Preferably have 5 years or more pharmacy practice experience with progressive professional growth.
- A person in a pharmacy administrative or clinical leadership position within the health-system, or a pharmacist who is seeking to direct his/her career towards a pharmacy leadership role.

Applications must be submitted as an electronic application. Each application will be reviewed by a panel of faculty members to ensure that the applicant's leadership goals are consistent with the course content. The following criteria will be used in making the selection:

- Evidence of an applicant's career progression, statement of leadership goals and his/her assessment of their leadership experience as reflective of the Academy's objectives.
- Strength of a statement of support from the applicant's direct report containing evidence of their support for the applicant's continued leadership growth.
- Overall suitability based on the application's quality.

Applications will be reviewed based on the following criterion:

Criterion	Points
Demonstrated career progression	25
What evidence is there that the applicant has shown a progression towards increasing leadership opportunities?	
Stated leadership goals	30
How well does the applicant's leadership goals align with the PLA?	
Professional and community leadership	5
Is there evidence of seeking professional & community leadership roles outside of pharmacy? Does applicant seek leadership develop opportunities beyond the pharmacy?	
Applicant's education expectations	20
Will the PLA meet the educational expectations of the applicant?	
Supervisor/Institution support	15
To what extent does the institution support the applicant's immediate and long term leadership goals?	
Overall quality of the applicant's submission	5
Did the application succinctly make a case for the applicant?	
TOTAL	100

The Center Director and Executive Vice President/CEO of the ASHP Foundation will make the final decision.

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Rolling Application Submission:

Applications will be reviewed in the month following the month in which the application is received. The applicant will be notified of the review panel's decision by the third week of that month. **NO APPLICATIONS WILL BE REVIEWED IN THE MONTH OF DECEMBER.**

Annual Application Period Submission

An annual promotion period for the start of the next year's class will take place from April to September each year. Applicants accepted to the program through the rolling application process will automatically be enrolled in the next class unless otherwise indicated on their application. **Applications for the next year class will not be accepted AFTER the end of the annual call for applications.**

During the annual promotion period applications will be reviewed within three weeks after the application is received.

IV. ACADEMY ADMINISTRATION

The Academy is administered by the Center for Health-System Pharmacy Leadership within the ASHP Research and Education Foundation, 7272 Wisconsin Avenue, Bethesda, MD 20814. Administration and reimbursement policies applying to this ASHP Foundation educational program include the following:

- The Academy opportunity is awarded to an individual participant.
- No stipend or honorarium is awarded to the participant.
- To receive a partial reimbursement of the registration fee a participant must cancel his or her participation, by email notification to the ASHP Foundation within the first two weeks of the start of the PLA program.
- To receive ACPE continuing education credit the participant must receive a passing grade for the module course work.
- To receive a PLA certificate of completion the applicant must receive a passing grade for all nine modules.

Registration fee for admission in to the Academy

Registration fees and a payment plan will be published on the ASHP website at the start of the annual promotion period for the coming academic year.

V. ITEMIZED INSTRUCTIONS FOR ELECTONIC APPLICATION COMPLETION

Prior to starting the electronic application process, applicants are encouraged to download and carefully review the application instructions and requirements which can be accessed on page one of the electronic application.

A worksheet is attached as Appendix A. The worksheet is a template of the electronic application. It is recommended that you fill in the worksheet before going to the electronic application.

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To access the application please use the following link below:

<http://www.centerpla.org/enrollment-application.html>

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Appendix A

The worksheet follows the same order for information being requested on the application.

E-MAIL ADDRESS: _____ : **USED FOR ALL ACADEMY CORRESPONDENCE**

Contact Information

First Name: _____

MI: _____

Last Name: _____

Please indicate the PLA class you are applying for: (please check one)

2013 _____

2014 _____

2015 _____

Do you plan to BEGIN COURSE WORK in one of the following academic graduate programs PRIOR TO taking the Pharmacy Leadership Academy? If yes please check on of the following

University of Florida _____

Simmons College _____

New England College _____

Expected graduate date _____

Degrees: Indicate the degree(s) you currently hold

B.S.Pharm. _____ Pharm.D. _____ M.S. (Pharm) _____ D.Ph. _____

M.H.A. _____ M.P.H. _____ M.S. _____ Ph.D. _____

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Board Specialties: Indicate certification in the following board specialties

Ambulatory Care ____ Nuclear Pharmacy ____ Nutritional Support ____

Oncology ____ Pharmacotherapy ____ Psychiatric ____

Demographic Information

Current Position/Title: _____

Institution: _____

Office Phone: _____

Home phone: _____

Address: _____

City: _____

State: _____

Zipcode: _____

ASHP ID: _____ (APPLICANTS MUST BE AN ACTIVE ASHP MEMBER TO RECEIVE ASHP MEMBER REGISTRATION FEE. If you would like to join ASHP to receive the member rate, you will need to do so before applying to the Pharmacy Leadership Academy)

Leadership Responsibilities

Do you have personnel who report to you? Yes (if yes please fill in below)

Number of Pharmacy professional Staff _____

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Professional Experience

Please list up to four of your most recent professional positions starting with your most recent position.
(Please include the organization, dates and your position).

	Organization	Dates	Position
1.			
2.			
3.			
4.			

Type of Institution

What is the type(s) of your current institution?

University Teaching ___ Community (non-teaching) ___ Community Teaching ___ Specialty Hospital ___
Ambulatory Care ___ Long Term Care ___ Not-for-Profit ___ For-Profit ___ State or Federal
Government ___

Number of Beds (if applicable) _____

If the institution is part of a health system, please provide the name of the health system.

Current Mentor or Direct Report

PLA participants have noted a mentor enriches the Academy experience. We encourage you to identify a mentor to work with you during your participation in the Academy. It may be your direct report (supervisory, Director of Pharmacy, health-system executive) or anyone with whom you have or desire to establish a mentor-mentee relationship.

Name: _____

Address: _____

Email: _____

Phone number: _____

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3. Describe how you expect to apply the knowledge and skills learned from the Pharmacy Leadership Academy to your present position and future career goals.

Letter of Support

You are asked to attach one letter of support for your participation in the Pharmacy Leadership Academy. Part of the Academy experience is to foster and support a mentorship relationship with a person you either have or wish to develop such a relationship. A letter of support outlining their agreement to provide this mentorship is valued by those doing the application review.

The letter should include the supporter's signature and submitted in a Word or pdf format. You will be asked to upload the document from your computer to the website. Please upload your letter of support with your application. If you do not have your letter of support, please do not apply until your letter of support is ready to be uploaded.