



Academy of  
Managed Care  
Pharmacy®

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## AMCP DIPLOMAT PROGRAM

*(Reviewed August 2016)*

### PURPOSE

The Diplomat Program is designed to:

- Raise faculty awareness of AMCP and managed care pharmacy;
- Expose student pharmacists to career opportunities in managed care pharmacy; and,
- Enhance communication between the Schools/Colleges of Pharmacy and local AMCP members.

### DIPLOMAT PROGRAM OVERVIEW

Members of the AMCP Schools of Pharmacy Relations Committee provide oversight for the AMCP Diplomat Program. Diplomats are current AMCP Members who volunteer to participate in the Diplomat Program. There are four Diplomat Regional Coordinators who serve as liaisons between the Schools of Pharmacy Relations Committee and the Diplomats. The goal is to have at least one Diplomat assigned to each school/college of pharmacy. Some schools/colleges have Co-Diplomats to share the responsibility. See Addendum A for a graphic overview of the Program and its communications.

### DIPLOMAT APPOINTMENT PROCESS

#### *Diplomat Qualifications*

Diplomats must be an AMCP member and have a sense of volunteerism to further the mission of AMCP with the schools/colleges of pharmacy. The Diplomat will exhibit excellent leadership skills to develop, educate and foster schools/colleges of pharmacy into a positive relationship with AMCP at the local level. The ideal Diplomat must have a commitment to AMCP and student pharmacists. Strong communication skills and regular follow-up are key factors to being successful and achieving the goal to increase awareness and activity at the respective school/college of pharmacy.

The Diplomat will help create a greater understanding and appreciation of managed care pharmacy among students and faculty members; develop opportunities to facilitate the incorporation of managed care pharmacy concepts into curricula; and engage AMCP student pharmacist members by serving as a liaison between the schools, local AMCP members and the Academy.

### ***Diplomat Appointment and Term***

AMCP members who wish to volunteer to serve as the Diplomat for a specific school/college of pharmacy, preferably located in the area of their residence, may apply online through the AMCP website ( [www.amcp.org/diplomatapp](http://www.amcp.org/diplomatapp) ).

Once the request is received, staff will review and notify the AMCP member of their appointment and forward tools to assist the Diplomat.

The Diplomat will serve in this role until such time that s/he is no longer able to or it is determined that the Diplomat has not fulfilled the minimum duty requirements. In addition, each three years diplomats will be asked to re-confirm their commitment as a diplomat via email. The confirmation email will allow diplomats to “opt-in” or “opt-out” of serving another year. For those schools with academy members awaiting diplomat positions OR Co-Diplomats for consecutive years, the academy may include this information in the email as well to better inform their decisions. Those choosing to “opt-out” will be encouraged to provide transitional support to the incoming diplomat.

## **DIPLOMAT RESPONSIBILITIES**

### **Minimum Duty Requirements**

The Diplomat will be required to do the following (at a minimum):

- Submit at least two Activity Reports each year (via AMCP website) or one for each speaker program;
- Complete Year-End Diplomat Program Evaluation (via email in late spring);
- Have on-going communications with a faculty contact and/or AMCP Chapter Advisor regarding AMCP activities and resources;
- Visit with school/college of Pharmacy and meet with student pharmacists, AMCP chapter and/or faculty contacts; and
- If the school/college has Co-Diplomats, coordinate activities/reporting to ensure requirements are completed.

*Note: Diplomats will receive periodic email reminders with a link to the online activity report.*

### **Additional Responsibilities**

The Diplomat is encouraged to do the following:

- Encourage the faculty to learn more about managed care pharmacy;
- Distribute AMCP materials to key contacts at the school;
- Participate in Career Day at the school;
- Interface with and be a resource for AMCP Student Pharmacist Members and the AMCP Student Chapter (if one exists at your school);
- Distribute managed care internship and residency information;
- Offer to present a lecture on managed care pharmacy or secure a speaker;
- Encourage the formation of an AMCP Student Chapter, if one does not already exist;

- Foster communication between schools with and without AMCP Student Chapters;
- Identify student pharmacist leaders who may be potential AMCP Student Pharmacist Committee members and report to AMCP staff;
- Attend Diplomat Meeting at each of the AMCP national meetings;
- Encourage faculty to join AMCP;
- Link local AMCP members and other managed care pharmacy professionals with student pharmacists; and
- Promote the Student Pharmacist Center on the AMCP website ( [www.amcp.org/studentcenter](http://www.amcp.org/studentcenter) ).

*Note: Not all Schools of Pharmacy will have established AMCP Student Chapters. Therefore, the role/activities may vary greatly depending upon the School of Pharmacy's interest in managed care and AMCP. The overall goal of the Diplomat is to be the face/liaison of the organization and respond to the needs of the School of Pharmacy he/she has volunteered to serve.*

## **DIPLOMAT REPORTS & EVALUATIONS**

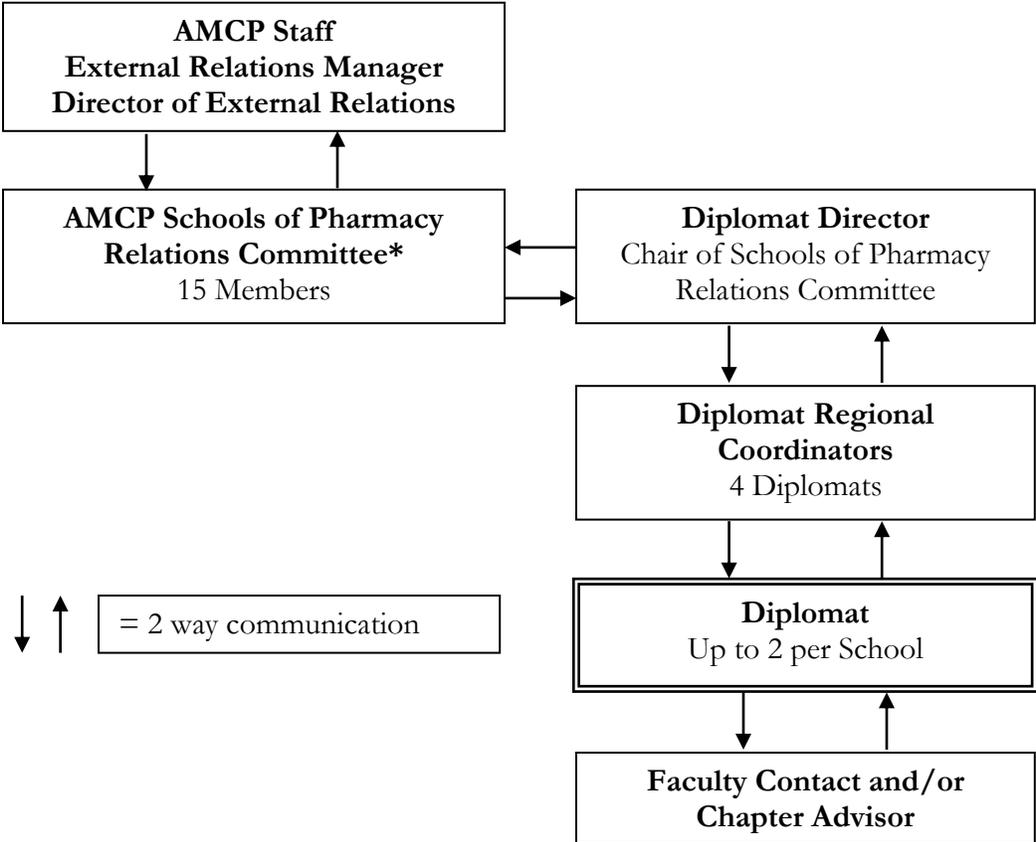
### **Diplomat Activity Reporting**

This form is to be completed after the conclusion of each activity or at least twice a year. The form is found under Diplomat Center on the AMCP website - [www.amcp.org/diplomatreport](http://www.amcp.org/diplomatreport) .

### **Diplomat Program Annual Evaluation**

At the end of the academy year (late spring), Diplomats will be sent an evaluation form to complete. This evaluation is a time to reflect on the opportunities and challenges you encountered during year. It is also a mechanism to let staff know what types of tools or resources you could have used to make it easier for you to fulfill your responsibilities.

**OVERVIEW OF DIPLOMAT PROGRAM COMMUNICATIONS**



## DIPLOMAT PROGRAM PARTICIPANT DESCRIPTIONS

### Diplomat Director

The Diplomat Director oversees the Diplomat Program and conducts the Diplomat Meeting at each of the national AMCP Meetings. The Diplomat Director serves as a resource to the Diplomat Regional Coordinators, the Diplomats, and the AMCP staff liaison.

#### For 2016-17 (April-April)

Matt Lennertz

[matthew.lennertz@gmail.com](mailto:matthew.lennertz@gmail.com)

### Diplomat Regional Directors

At the present time there are four Diplomat Regional Coordinators (East, Midwest, South and West) who are the primary conduits between Diplomats in their region and AMCP staff/headquarters. The Regional Coordinator serves as a mentor for the Diplomats in their region. If you have any questions about your duties while a Diplomat, please contact your Regional Diplomat Director.

#### EAST

Christine Dube  
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#### SOUTH

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#### WEST

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#### MIDWEST

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### AMCP Staff

The AMCP [Manager of Student Development and New Practitioner Programs](#) serves as the Diplomats' primary contact at AMCP headquarters. Staff will provide tools and information to assist the Diplomats and provide periodic reports and evaluation to the Schools of Pharmacy Relations Committee.

### ADDENDUM B

## DIPLOMAT BEST PRACTICES

The following examples are taken from a review of the Diplomat Activity reports. These practices are meant to serve as a guide for Diplomats to consider when planning activities with the schools/colleges of pharmacy.

### Topics for On-Campus Visits

Visits may be held in conjunction with AMCP student chapter meetings, career days, organizational information days, and/or a town hall format. Suggested topics:

- Benefits of AMCP using the "Why Join AMCP" slide deck
- Benefits of establishing a new AMCP student chapter
- Managed care pharmacy career options – panel format
- Managed care internship opportunities (e.g., AMCP Foundation internships)
- Managed care residency and fellowship opportunities
- National P&T Competition support
- Things to do at a national AMCP meeting (e.g., sessions to attend, networking opportunities)

## **Formal Presentations**

A number of prepared PowerPoint presentations can be found under the Diplomat Center on the AMCP web site at [www.amcp.org/slidedecks](http://www.amcp.org/slidedecks) . These presentations are updated by AMCP members each year.

## **Other Suggested Activities**

- Assemble informational packets/folders containing key resources (see printed resources below)
- Coordinate shadowing opportunities at place of employment
- Coordinate local managed care resources to support shadowing, speaking, roundtable, etc. engagement opportunities between professionals and students
- Coordinate an on-site visit to local managed care organizations (e.g., mail service facilities, PBM corporate offices)
- Investigate offering experiential rotations at places of employment
- Serve as a judge for the local AMCP Student Chapter's P&T Competition
- Teach a managed care elective course or lecture in a course
- Sponsor student pharmacists to attend the annual and/or educational conference