



# Summer Internship in Association Management

Internship Information and Application Process  
2017 Summer Term

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# Illinois Pharmacists Association

## Summer Internship in Association Management

### About the Internship

The IPhA Summer Internship in Association Management provides a student pharmacist the opportunity to gain experience at a state pharmacy association for a maximum of 12 weeks. The internship typically begins in mid to late-May and ends in late-July to early-August. The IPhA Summer Internship in Association Management is funded by a grant from the IPhA Foundation. All student pharmacists in their professional years of pharmacy school are encouraged to apply.

### About the Illinois Pharmacists Association:

The Illinois Pharmacists Association is dedicated to enhancing the professional competency of pharmacists, advancing the standards of pharmacy practice, improving pharmacists' effectiveness in assuring rational drug use in society, and leading in the resolution of public policy issues affecting pharmacists. IPhA was founded in 1880.

**Professional Development** -- To enhance the professional competency and qualifications of members through the development of innovative continuing education and career development processes.

**Government Relations** – To monitor and influence state and federal Governmental policies which affect the membership.

**Societal Relations** – To encourage members to recognize and participate in the resolution of public policy issue that affect contemporary society.

**Research and Information** – To collect, interpret, and effectively disseminate information on changing social, economic, governmental, and technological conditions affecting the membership.

**Networking and Forums** – To encourage interaction and understanding of issues and trends affecting the members and the competency of all pharmacists.

**Professional Ethics and Standards** – To foster high standards of ethical conduct throughout the profession and encourage superior standards of performance.

**Organizational Relationships** – To maintain cooperative relationships and activities with allied societies and other organizations in pursuit of the Association's mission.

# **Illinois Pharmacists Association**

## **Summer Internship in Association Management**

### **What is Association Management?**

Association Management is defined as meeting the needs of the Association's members via communication, education and advocacy, as well as strategically planning for the future of the profession and its members.

The IPhA Summer Internship provides a student experience in different aspects of association management by completing competencies and participating in the daily workings of the Illinois Pharmacists Association (IPhA) and the IPhA-Patient Self-Management Program (PSMP).

### **Association Management Objectives:**

IPhA will work with each student pharmacist to tailor an internship in Association Management to meet his or her career goal and interests. As a result of participation in the IPhA Summer Internship in Association Management, the student will:

1. Gain an understanding of the mission, goals and objectives, organizational structure, programs and services of the Illinois Pharmacists Association.
2. Participate in appropriate staff and leadership meetings of the Association occurring during the experiential opportunity.
3. Identify and analyze high priority issues in pharmacy practice.
4. Develop skills in verbal and written communication, information gathering, evaluation, and analysis for use in specific organizational areas.

### **Application Requirements**

A complete package containing the documentation below must be emailed or faxed no later than **March 31, 2017**:

- A letter from the student pharmacist detailing the student's specific interest and goals for internship
- A current resume or curriculum vitae
- A maximum of two, detailed letters of recommendation

All applications should be emailed (with requested documentation) to [sandrad@ipha.org](mailto:sandrad@ipha.org) or faxed to 217/522-7349.

### **Selection of the Intern**

Students interested in the IPhA Summer Internship in Association Management should be a full-time student pharmacist in good academic standing. The student should be actively involved in professional programs and organizations. There is one (1) summer internship position available for 2017.

### **Compensation and Housing**

Transportation, housing, and all other costs of living are the responsibility, financially and otherwise of the student. There is a modest stipend involved with the IPhA Summer Internship in Association Management. Funding for the IPhA Summer Internship in Association Management is made possible by a grant from the IPhA Foundation.

## Professional Competency Areas

### Professional Competency 1.0

The student thoroughly understands the history and daily operations of the IPhA, including but not limited to, membership, finances, legal considerations, staff development, governance, and organizational structure.

- 1.1 Review the IPhA's mission statement, which is located on the web site.
- 1.2 Review the history of the current structure of IPhA.
- 1.3 Review organizational and governance charts with the IPhA staff.
- 1.4 Review financial resources with the staff.

### Professional Competency 2.0

Understand the importance of the IPhA's associated programs and the significant role they have in IPhA's mission.

- 2.1 Review with staff the membership structure of the IPhA
- 2.2 Attend a Board meeting or discuss a board meeting agenda with the staff.
- 2.3 Discuss the importance of pharmacists' contributions.
- 2.4 Discuss marketing activities associated with the IPhA.
- 2.5 Describe the IPhA Patient Self-Management Program (PSMP) and its activities.

### Professional Competency 3.0

Understand the importance of educating patients as well as other health care providers about the role of the pharmacist.

- 3.1 Review patient education materials provided by the IPhA.
- 3.2 Discuss or participate in inter-professional education opportunities.
- 3.3 Report weekly on pharmacy- or health-related internet searches.

### Professional Competency 4.0

Better understand the legislative and regulatory process, specifically as it relates to the pharmacy profession.

- 4.1 Participate in lobbying activities if legislature is in session
- 4.2 Attend a meeting of the Illinois State Board of Pharmacy or discuss a meeting agenda.
- 4.3 Attend a legislative committee meeting or review and discuss with staff the IPhA's current Government relations plan.
- 4.4 Discuss with the staff elements of IPhA's government relations program.
- 4.5 Discuss with the staff the governmental agencies which impact the pharmacy profession.

**Professional Competency 5.0**

Understand the policy development process.

- 5.1 Review IPhA policies and resolutions
- 5.2 Identify one issue for policy development or revision.
- 5.3 Understand the IPhA's policy-making process.

**Professional Competency 6.0**

Contribute to an association publications.

- 6.1 Identify a topic and write an article to be published in an association publication, the "Illinois Pharmacist."
- 6.2 Research and identify topics that should be included in the electronic email updates provided to IPhA Members: Pharmacy News Flash and EIE-Electronic Information Exchange.
- 6.3 Identify areas of the IPhA Website for updates or restructuring for better communication with members and non-members.

**Professional Competency 7.0**

Identify all aspects of the continuing education process, including ACPE requirements for approval and board of pharmacy requirements for re-licensure.

- 7.1 Review the process to be an ACPE-approved provider of continuing pharmaceutical education.
- 7.2 Review the process of obtaining CPE credit for a program.
- 7.3 Identify a topic for a continuing pharmacy education program.
- 7.4 Review the CPE requirements for re-licensure from the Illinois Board of Pharmacy.
- 7.5 Review the NABP CPE Monitor processes and procedures for ACPE.

**Professional Competency 8.0**

Recognize the importance of professionalism and leadership, specifically as they relate to pharmacy and health care.

- 8.1 Describe the committee structure and leadership path within IPhA.
- 8.2 Describe the IPhA's interaction with national pharmacy organizations.
- 8.3 Describe the IPhA's interaction with other health care organizations.
- 8.4 Describe the IPhA-PSMP's significance in Illinois pharmacists' progress toward pharmacist driven patient centered care.

## General Guidelines and Expectations

### Internship Hours:

1. The Student Pharmacist is expected to complete 40 hours per week.
2. The site operating hours are from approximately 9am-5:00 p.m.
3. Students can take a half-hour lunch break.
4. Transportation to off-site meetings will be arranged.
5. Meetings that occur during unofficial business hours are optional.

### Internship Length:

Springfield –Twelve (12) weeks, maximum

Chicago – As needed for meetings concerning Association business

### Project Due Dates:

1. A list of projects and deadlines for each assignment will be established.
2. Due dates may be flexible and all projects are due by the last day of the internship with exceptions with prior approval. (e.g. a project that required a survey and there is a poor response rate to complete the project.)

### Research/Computer Time:

1. The student is provided with a computer to use for research at the IPhA offices.
2. The student has email access and can check periodically throughout the day.

### Student Portfolio:

1. Student Pharmacist will retain all written assignments and documentation.
2. Portfolio is required to have a copy of all projects undertaken during this internship.

### Activities:

- Student Pharmacist should be familiar with the organization. (Mission statement, history)
- Student Pharmacist should be familiar with what the organization does for pharmacists.
- Student Pharmacist will participate in legislative activities .
- Student Pharmacist should participate in lobbying activities when legislature is in session.
- Student Pharmacist will track and research legislative bills during legislative sessions.
- Student Pharmacist will research and outline other states' pharmacy practice laws.
- Student Pharmacist will attend and participate in discussion during various board meetings.
- Student Pharmacist will attend the Illinois State Board of Pharmacy meetings.
- Student Pharmacist will research Medicaid policy and develop presentations on Medicaid for members.
- Student Pharmacist will research other state and national associations.
- Student Pharmacist will create presentations highlighting benefits of state association

membership.

- Student Pharmacist will learn how to write and edit IPhA newsletters, electronic news, and contribute to the journal.
- Student Pharmacist will write articles on current pharmacy topics (i.e. MTM) for publication in IPhA journal.
- Student Pharmacist will learn about and assist with the IPhA Patient Self-Management Programs (PSMP) and MTM initiatives.
- Student Pharmacist will assist in the development of continuing pharmacy education programs.
- Student Pharmacist will assist in planning for various meetings and events.
- Student Pharmacist may need to create and analyze surveys.
- Student Pharmacist needs to display professional communication skills.
- Student Pharmacist will be required to perform multiple tasks at once. Time management is the key to success.
- Student Pharmacist may be asked to give one presentation.

**Dress Code:**

Professional dress is expected unless prior approval for business casual or appropriate business attire in specific meetings is determined. Dress may change on a day-to-day basis depending on what is going on during the day.

If you have any questions please do not hesitate to contact:

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Executive Director

greynolds@ipha.org

Starlin Haydon-Greatting, MS, BSP Pharm, FAPhA

Director of Clinical Programs

starlin@ipha.org

## **Application Deadline is March 31, 2017!**

**All applications should be emailed (with requested documentation) to sandrad@ipha.org or faxed to 217/522-7349.**

Illinois Pharmacists Association

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Springfield, Illinois 62704-2526

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