



How to Enter the 2019 P&T Competition

This document contains important information about participating in the 2019 P&T Competition.

Please read it *carefully!*

❖ Step 1: Gather Your Information

As you will see in Step 2, to ensure eventual eDossier access by all individual competitors at your pharmacy school/college, you will need to register your pharmacy school/college online with the AMCP eDossier[®] System. To complete that step, you will be asked to provide names and contact information for your Competition Coordinator, AMCP Student Pharmacist Chapter President (if applicable), and Faculty Advisor(s).

- Designate a P&T Competition Coordinator to serve as the primary contact person for **all** competing teams at your pharmacy school/college.
 - Competition Coordinators should be student pharmacists. It is permissible for them to be members of competing teams.
 - We recommend that AMCP Student Pharmacist Chapters place their Competition Coordinators on their Executive Boards along with President, Vice President, etc.
- It is acceptable to have a Faculty Advisor for your Chapter (overall) and a different Faculty Advisor just for the P&T Competition.
 - The Faculty Advisor for the P&T Competition is **not** required to be an AMCP member.
 - The Faculty Advisor for the P&T Competition is **not** required to be an employee of the pharmacy school/college. However, some institutional affiliation generally is helpful.

NEW THIS YEAR!

Pharmacy schools/colleges that do not have an AMCP Student Pharmacist Chapter are eligible to enter a team into the 2019 P&T Competition.



- Beginning in 2019, students attending a pharmacy school/college that does not have an AMCP Student Pharmacist Chapter may participate in the P&T Competition provided that all of the following conditions are met:
 - The pharmacy school/college must provide a rationale for not yet seeking to establish a Student Pharmacist Chapter.
 - Prior to the deadline for submitting materials to the national P&T Competition, a representative from the pharmacy school/college must meet with an AMCP Diplomat and/or a member of the AMCP Schools of Pharmacy Relations Committee or Student Pharmacist Committee to discuss future chapter development.
 - Schools cannot participate in the P&T Competition for more than 2 years without beginning the process of establishing an AMCP Student Pharmacist Chapter.
- Teams from pharmacy schools/colleges that do not have an AMCP Student Pharmacist Chapter are required to have, and will be asked to provide names and contact information for, a Competition Coordinator and Faculty Advisor.
- An AMCP staff member will contact pharmacy schools/colleges that do not have an AMCP Student Pharmacist Chapter to gather additional information and provide an introduction to an AMCP Diplomat and/or a member of the AMCP Schools of Pharmacy Relations Committee or Student Pharmacist Committee.



❖ Step 2: Register Your Pharmacy School/College for the P&T Competition

To ensure eventual eDossier access by all individual competitors at your pharmacy school/college, you must register your pharmacy school/college online with the AMCP eDossier® System **no later than November 12, 2018**.

- Access this website: https://amcp.edossiers.com/students/global/school_registration.aspx and enter all requested information.
 - Near the top of the page, you will see a paragraph that begins “The School of Pharmacy or AMCP Student Pharmacist Chapter at the...” followed by an empty box. **This is an autocomplete box.** Begin typing the name of your institution (e.g., University of North America) in that box; **do not use any abbreviations** (e.g., UNA). You will be presented with a number of autocomplete options. If there are many options (e.g., just after you type in the word “University”), keep typing in your institution’s name to narrow down the list. Select the name of your institution from the options presented to complete this box.
 - Enter the names and contact information for your Competition Coordinator, Chapter President (if applicable), and Faculty Advisor(s).
- Click on the blue “Submit” button at the bottom of the page.
- Submit your registration **once**.
- After you complete the form and click the blue “Submit” button, this message will appear:

*Thank you for registering your pharmacy school/college for the 2019 AMCP Foundation National Student Pharmacist P&T Competition! Please be advised that upon seeing this message, your registration has been successfully submitted. A confirmation will **not** be sent to your email. We recommend you capture this message (via screenshot or copy/paste) and share with your Faculty Advisor.*

IMPORTANT: You will **not** receive an email confirmation after you submit your registration. Please do **not** contact AMCP Foundation staff to confirm your pharmacy school/college registration!



❖ Step 3: Assemble Your P&T Competition Team(s)

P&T Competition team members must be enrolled full-time in a Doctor of Pharmacy program at a school or college of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE). Dual-degree enrollment (e.g., PharmD/MBA) is permissible. Students enrolled only in programs other than a Doctor of Pharmacy program—for example, Bachelor of Science, Master of Science, or PhD programs—are **not** eligible to compete. Residents and fellows are **not** eligible to compete.

- P&T Competition teams usually are composed of four (4) student pharmacists.
 - Teams may compete with fewer than four members, but this is not recommended.
 - One (1) additional student may serve as an “alternate” in case any of the official team members are unable to compete for any reason.
- Teams ideally should be composed of students in different years of the pharmacy curriculum (i.e., P1, P2, P3, P4).
- **All team members must be active AMCP Student Pharmacist Members!** Be sure everyone is signed up before the competition begins.
- Each team should designate a captain who will be responsible for ensuring that all competition deadlines are met.



❖ Step 4: Begin Planning for a Local Competition If You Have Multiple Teams

Each AMCP Student Pharmacist Chapter (or pharmacy school/college without a student chapter) may enter only **one** team into the national competition. If more than one team is interested in competing, you must decide on a single team. Many Chapters conduct a local competition to determine a single winning team.

- You are free to conduct local competitions in any way that makes the best use of available resources and provides equal opportunity for all interested student pharmacists.
 - Many Chapters choose to mimic the format of the national competition by having teams submit written assignments followed by a mock P&T Committee presentation at a live event.
- The AMCP Foundation does not limit the number of four-member teams that may comprise a local competition. However, each Chapter or pharmacy school/college can limit the number of local teams, in consideration of available resources and ability to manage the competition.
- If a Chapter serves multiple campuses of a pharmacy school/college, the Chapter still may enter **only one** team into the national competition. In this situation, chapters may hold local competitions on each campus, then ask judges to determine an overall winner (for example, based on written assignments).
 - Chapters with multiple campuses or a very large number of teams also may consider conducting more than one round of the local competition.
- The AMCP Foundation will distribute judging criteria to all Competition Coordinators and Faculty Advisors as part of the competition materials. You are free to modify these criteria as desired for local competitions.
 - Most Chapters choose to use the judging criteria as provided, because they reflect the criteria used for the national competition.



❖ Step 5: Register Each Individual Student Pharmacist Team Member

All student pharmacists participating on P&T Competition teams must register online with the AMCP eDossier® System—Academia portal. This registration cannot take place until **after** pharmacy school/college registration is confirmed.

IMPORTANT!

Individual student pharmacist registration will open on November 13, 2018.

Students who registered for previous P&T Competitions **must** register again for access to the current year's drug dossier and related competition materials.

- Access this website: https://amcp.edossiers.com/students/global/individual_registration.aspx.
 - Answer Yes or No based on previous P&T Competition participation.
 - Click to confirm that your pharmacy school/college registered its intent to participate in this year's P&T Competition.
 - Provide requested contact information, including **school-provided email address** (e.g., name@school.edu).
 - Select a secure password.
- Watch for an email from registration@amcp.edossiers.com within 3 business days.
 - Each registration is evaluated individually, including verification of credentials.
- Activate the individual account by clicking on the link in the email to complete the registration process.
- Verify that you can log in to the AMCP eDossier® System.
 - Go to: <https://amcp.edossiers.com/students/>.
 - Access the system via secure login with your username (school-provided email address) and password (established during initial registration step).
 - Concerns or questions about individual registrations should be directed to registration@amcp.eDossiers.com.

IMPORTANT: The drug dossier and other information will not become available in the AMCP eDossier® System until this year's competition assignments are officially released.



❖ Step 6: Begin Work on the Competition Case Study and Team Assignments

The P&T Competition Case Study and Team Assignments and associated judging criteria are sent to the Competition Coordinator and Faculty Advisor(s) for each participating AMCP Student Pharmacist Chapter or pharmacy school/college.

- The Competition Coordinator is responsible for disseminating the case study to all participating teams.
- Questions from individual teams or team members must be funneled through the Competition Coordinator or Faculty Advisor. Individual teams or team members **are not permitted** to contact the AMCP Foundation directly.
- Responses to questions must be shared with **all** teams and team members, so as not to advantage or disadvantage any one team.



❖ Step 7: Conduct a Local Competition If You Have Multiple Teams

**The last day for local competitions is
January 27, 2019**

- Identify judges for your local competition.
 - Recruit **at least two** faculty members or managed care professionals that reflect a balance of judging experience (both new and seasoned judges) and a variety of practice areas (e.g., academia, pharmacy benefit managers, health plans).
 - We strongly discourage recruiting judges employed in the pharmaceutical industry. Due to confidentiality considerations, employees of biopharmaceutical companies are not permitted to access the manufacturer dossier for the drug under study.
 - Possible sources of judges include your pharmacy school/college alumni network and past speakers at AMCP Student Pharmacist Chapter events.
 - Since most P&T Committee members are physicians, consider asking local physicians or medical students to serve as judges!
 - Consider recruiting at least one alternate judge, in the event someone needs to drop out unexpectedly.
- Make sure all confirmed judges register online with the AMCP eDossier[®] System—Academia portal so they can access the competition dossier. (*Follow the instructions in Step 5; note that judges do not need to use a “.edu” email address.*)
 - Judges must register even if they have individual accounts in the AMCP eDossier[®] System. The registration process for the P&T Competition provides access to a special Academia version of the site.
- Share all competition materials (including the case study and judging criteria) with the judges.
- If you choose to follow the model of the national competition, establish a deadline by which all competing teams must submit written competition assignments to the local judges.
 - This deadline should be at least 1 week before the date of the live local competition presentations.



- If you choose to follow the model of the national competition, use the following time limits for oral presentations (60 minutes per team):
 - 5 minutes for set up.
 - 25 minutes to present.
 - 25 minutes for judges to pose questions to the team.
 - 5 minutes for breakdown.
- Determine a single winning team to advance to the national semi-finals. **Be sure to submit the winning team's materials to the AMCP Foundation by January 28, 2019.**



❖ Step 8: Submit Your Entry to the National P&T Competition

**The deadline for national competition entries is
January 28, 2019**

- Each AMCP Student Pharmacist Chapter (or pharmacy school/college without a student chapter) may submit one entry (i.e., enter only **one** team) to the national competition.
- Specific instructions for submitting your entry will be provided in the P&T Competition Case Study and Team Assignments document.
- National Finalist teams will be notified by email no later than March 1, 2019.

2019 P&T
COMPETITION

19th Annual National
Student Pharmacist P&T Competition

HELD DURING THE AMCP MANAGED CARE &
SPECIALTY PHARMACY ANNUAL MEETING
MARCH 25-28, 2019 • SAN DIEGO CONVENTION CENTER

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This activity is supported by an
educational donation provided by Amgen.

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