Center for Health-System Pharmacy Leadership
Pharmacy Leadership Academy

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.

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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A Pharmacy Leadership Academy application may be submitted at
any time to accommodate those seeking to attend an affiliated
graduate program that requires PLA acceptance as part of their
application process.

To access the electronic application, visit:
http://www.ashpfoundationapply.org/application.aspx?id=50
I. Program Description

The Pharmacy Leadership Academy is a series of seven robust distance-learning modules designed as a comprehensive curriculum to enhance the leadership and management skills of aspiring pharmacy leaders and persons new to leadership positions. The program begins in July of each year. Each module is designed to be completed in 6 weeks. The Academy will require 12 months to complete all seven 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 persons 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.

The current curriculum consists of the following topics:

- Leading the Pharmacy Enterprise: Building the Business of Pharmacy
- Leading With Influence
- Leading System Reliability for Safety and Quality
- Leading Technology Advancement & Systems Design
- Leading for Financial Effectiveness
- Leading Transformational Change & Innovation
- Leading the Pharmacy Enterprise for Organizational Success

For Pharmacy Leadership Academy information on a specific program year, visit the ASHP Foundation website at www.ashpfoundation.org/academy

II. Continuing Educational Credit

The American Society of Health-System Pharmacists (ASHP) is accredited by The Accreditation Council for Pharmacy Education (ACPE) as an approved provider of continuing pharmacy education.

Each Application-based module for the 2015 Pharmacy Leadership Academy provided 15 hours (1.5 CEUs) of continuing pharmacy education credit. Actual continuing pharmacy education credit for the
PLA 2015 will be determined at a later date. Participants are required to complete all components of each module to earn CE credit; partial credit is not offered. Pharmacists must have their eProfile ID from NABP to claim credit which will be reported directly to CPE Monitor and claim the credit within 6 months of earning it. Contact NABP to get your eProfile ID at [http://www.nabp.net/](http://www.nabp.net/). Pharmacy technicians are eligible for CE credit.

III. Electronic Application Submission and Selection Process

This activity is most beneficial for current, aspiring leaders and pharmacy residents, who are (is) seeking self-improvement to assume greater pharmacy leadership responsibilities. Each applicant should assess their past experience and career progression to determine if a PLA commitment will be beneficial to them. *(It is noteworthy that PGY2 administrative and clinical residents have successfully participated in the program.)*

Applicants should meet the following eligibility requirements:

- An ASHP member, a current leader or aspiring leader, or a pharmacy technician with “supervisory or project management responsibilities”.
- A person in a pharmacy administrative or clinical leadership position, aspiring to one of those positions within the health-system, or a person who is seeking to direct his/her career towards a pharmacy leadership role.

Applications must be submitted electronically. Each application will be reviewed by a panel of faculty members and/or Pharmacy Leadership Academy alumni 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 assessment of his/her leadership experience as reflective of the Academy’s objectives.
- Strength of a statement of support from the applicant’s direct report containing evidence of his/her support for the applicant’s continued leadership growth.
- Overall suitability based on the application’s quality.
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. The program is partially funded through a grant from Amgen, Inc. 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 (foundation@ashp.org) by **July 31 of the program year**.
- To receive ACPE continuing education credit, the participant must receive a passing grade of an A or B for the module course work.
- To receive a PLA certificate of completion the applicant must receive a passing grade of an A or B for all seven modules.

V. Finding a Mentor

Past PLA participants have noted a mentor enriches their Academy experience. We strongly encourage you to identify a mentor to work with you during your participation in the Academy.

To view the Mentor’s Guidelines, [click here](#).

To learn more about the ASHP Mentor Match program, [click here](#).

VI. Itemized Instructions for Electronic Application Completion

Interested applicants must complete the online application to be considered for enrollment. A worksheet is attached as Appendix A. The worksheet is a template of the electronic application. It is recommended that applicants fill in the worksheet before completing the electronic application.

To access the electronic application and related documentation, please use the link below:
Appendix A

Before you go to the online application be sure that you have:

1. Review the itemized application instructions
2. Obtained a letter of Recommendation in MS Word or Adobe PDF to be uploaded into the electronic application system.

Itemized Application Instructions

1. Applicant Information
   - Self-explanatory.

2. Questionnaire
   - You will be asked to answer the follow questions in 300 words or less.
     1. Please describe your current role and responsibilities.
     2. Please list up to four professional and/or community affiliations in which you actively participate and any lead positions that you held with them.
     3. Please list up to four of your most recent professional positions starting with your most recent position.

3. Mentor (see Mentor’s Guideline)
   - A mentor is an experienced advisor possessing knowledge and skills that are specifically aligned with the program purpose and content. He/she is willing to provide experienced insight and guidance, and should be fully supportive of the mentee’s professional development.

4. Applicant Statements
   - Each Statement should be limited to 300 words. Please provide a statement that expresses your approach to each of the following:
     1. Please describe why you are pursing leadership development.
     2. Please describe what leader skills will help increase your effectiveness in your current role.
     3. Please describe your expectations for the Pharmacy Leadership Academy meeting your career development goals

5. Communications
   - Self-explanatory.

6. Certification
Center for Health-System Pharmacy Leadership  
Pharmacy Leadership Academy  

- Please attach a letter of commitment from a leader in your organization.

- Please download the template PLA yearbook under Additional Information. Upload a completed word document
- Upload the Certification signature page.