

# APhA-ASP

AMERICAN PHARMACISTS ASSOCIATION  
ACADEMY OF STUDENT PHARMACISTS



## APhA-ASP Policy Vice President Guide

**Everything you need to know  
about policy & advocacy!**

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# American Pharmacists Association – Academy of Student Pharmacists Policy Vice President Guide

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# Chapter 1

## Policy Vice Presidents and What They Do

Welcome Policy Vice President (PVP)! This APhA-ASP Policy Vice President Guide was developed to guide your efforts to engage chapter members in policy and advocacy.

### Roles and Responsibilities

**Purpose:** The role of the Policy Vice President is to **increase awareness** of issues affecting pharmacy practice, **educate** the chapter on healthcare-related federal and state legislation, and **encourage** participation in APhA-ASP policy and advocacy initiatives. By doing so, the Policy Vice President will empower student pharmacists to advocate on behalf of our profession and the patients we serve.

#### Essential Responsibilities:

- Participate in APhA-ASP Webinar Week, which is an opportunity to learn more about your position, the APhA-ASP Presidential Theme, and ask questions to national leaders and APhA Staff
- Help the chapter develop policy resolutions to be proposed at the APhA-ASP Midyear Regional Meetings (MRM)
- Represent the chapter in the Pre-MRM proposed resolution webinar
- Engage chapter members in national advocacy initiatives lead by APhA
- Disseminate to chapter members relevant information from APhA and the APhA-ASP Policy Standing Committee (PSC) about state legislation, regulatory updates, and calls to action
- Encourage chapter members to support the Back the PAC Campaign and develop profitable fundraisers
- Collaborate with the chapter leaders to coordinate American Pharmacists Month (APhM) events
- Collaborate with the state association to plan Pharmacy Legislative Day and keep chapter members apprised of policy and advocacy issues on the state level
- Consider serving, or assist with appointing a fellow member to serve, as the Chapter Delegate during the Closing Business Session of the APhA-ASP Midyear Regional Meeting and the APhA-ASP House of Delegate at the APhA Annual Meeting & Exposition
- Be familiar with all operations of APhA and APhA-ASP on the national, regional, state, and chapter levels



# Policy and Advocacy Resources

## The Capsule

The Capsule details the APhA-ASP Policy Process from start to finish, and is an excellent resource for both Policy Vice Presidents who are new to the process, and veteran Policy Vice Presidents who could use a refresher.

## Adopted Resolutions (Policy Book)

The APhA-ASP Adopted Resolutions is the official policy book of APhA-ASP. It contains all resolutions that have been passed by the APhA-ASP House of Delegates since 1973, including those that are now inactive or archived. Those deemed *inactive* speak to the profession's accomplishments, while those designated *archived* are no longer representative of APhA-ASP. As Policy Vice President, skim, consult, and grow to love the Policy Book.

## Chapter Cookbook

The Chapter Cookbook showcases the innovative and successful projects and programs of chapters across the country. As a resource for chapter leaders, the cookbook will have recipes to help enhance chapter operations and events.

## Webinars

The APhA-ASP National Executive Committee and APhA Student Development Staff conduct a series of webinars throughout the school year to assist chapter leaders and members with a variety of topics. Webinars of interest to Policy Vice Presidents include the Chapter Policy Vice Presidents webinar (August), the Pre-MRM webinar (Fall), and the Back the PAC webinar (Spring).

## Infographics

The APhA-ASP Policy Standing Committee creates policy and advocacy infographics and other media for Policy Vice Presidents to use throughout their term. From voter registration drives and provider status campaign materials, to the policy development process and APhA-ASP leadership structure - we have a resource that works for you.

## Policy Postcards

Policy Postcards present a unique opportunity to marry APhA-ASP Patient Care Projects with grassroots advocacy. Every APhA-ASP chapter holds numerous patient care project events throughout the year and at each of these events, student pharmacists perform valuable clinical services for the patients that we serve. Policy Postcards give patients the opportunity to show their appreciation for student pharmacists and the clinical services they provide by sending postcards to their state and federal legislators. By distributing the postcards, student pharmacists and the patients they serve will demonstrate the value of pharmacist-provided services to legislators.

**For access to these resources, please visit [www.pharmacist.com/apha-asp-policy-advocacy](http://www.pharmacist.com/apha-asp-policy-advocacy).**

## APhA ENGAGE/National and Regional Officers

APhA ENGAGE is our members-only online community and invaluable resource that allows you to stay current and active in APhA as both a student pharmacist and practitioner. Through ENGAGE you can connect with fellow student pharmacists, chapter leaders, and practitioners, join and create discussions around pharmacy matters that are important to you, and share your knowledge and experiences with your colleagues. If you haven't already done so, join the Policy Vice President Community to connect with fellow policy and advocacy leaders, such as the Regional Delegates (RD) and Policy Standing Committee. Regional Delegates and PSC members are great go-to resources! They can provide additional resources regarding current policy-related hot topics, assist with bringing policy event ideas to fruition, facilitate collaboration between chapters, and answer questions regarding the APhA-ASP policy development process.

**For access to APhA Engage, go to [www.engage.pharmacist.com](http://www.engage.pharmacist.com) and sign-in with your APhA-ASP membership credentials.**

# Policy and Advocacy Calendar

## Summer

- Reach out to your Regional Delegate to introduce yourself
- Become familiar with your roles and responsibilities, the policy development process (especially The APhA-ASP Capsule), the APhA-ASP Chapter Cookbook and policy and advocacy resources on pharmacist.com
- Begin brainstorming resolution proposal ideas

### **Pro Tip**

Plan your activities for the year during the summer. Having a plan in place will help you manage your time during the semester and ensure that you are meeting all of your goals.

## August - September

- APhA-ASP Webinar Week - Policy Vice President webinar
- Recruit Policy and Advocacy Committee
- Discuss and vote on resolution proposal ideas
  - For more information on resolution proposals, see Chapter 2
- Draft resolution proposals
  - 4 weeks prior to MRM - submit 2 resolution proposals to RD
  - 3 weeks prior to MRM - attend regional webinar
  - 2 weeks prior to MRM - submit final (1) resolution to RD
  - 1 week prior to MRM - RD sends list of final resolutions from all chapters to PVPs
- Prepare for APhM

## October - November

- Discuss resolution proposals from your region as a chapter and determine how the chapter will vote prior to your MRM
- Submit Chapter Delegate registration for MRM
- Back the PAC
  - PAC fundraisers can be hosted at any point during the year, but this is a great opportunity to invest extra time in Back the PAC efforts

## February - March

- Discuss the resolutions selected by the Resolutions Committee and determine how the chapter will vote
- Submit final Back the PAC contributions prior to APhA Annual
- Attend Chapter Delegate webinar ~1 week prior to APhA Annual
- Submit the Chapter Delegate registration for the APhA Annual Meeting & Exposition

## April-May

- Write chapter legislative report

## June

- Chapter Achievement Award Report due by June 15th

**Additional events will vary by chapter. Don't forget to include planning for your state's legislative day, hosting Policy and Advocacy Committee meetings, and participating in APhA-ASP policy and advocacy events such as the Back the PAC Campaign.**

# Chapter 2

## APhA-ASP Policy Development Process

APhA-ASP is the only student pharmacist organization with a student-run policy development process. Part of our mission includes being the collective voice of student pharmacists, and participation in the policy development process is where it all starts! Furthermore, policies adopted by the APhA-ASP House of Delegates have the opportunity to be introduced as policy in the APhA House of Delegates to not only represent the voice of 36,000 student pharmacists, but also to represent the voice of more than 62,000 pharmacists, pharmaceutical scientists, and pharmacy technicians.

### The Policy Process

The APhA-ASP Policy Process begins with a single student pharmacist's idea. The PVP, however, is responsible for educating chapter members on the process – *YOU* excite and empower your peers to envision and advance the future of pharmacy. The steps for preparing yourself to best educate your members are as follows:

#### Step 1: Read the APhA-ASP Capsule and other resources on

[www.pharmacist.com/apha-asp-policy-advocacy](http://www.pharmacist.com/apha-asp-policy-advocacy)

- The Capsule outlines the APhA-ASP Policy Process from start to finish.
- Check out and share the infographic that simplifies the policy process (see Appendix C).

#### Step 2: Familiarize yourself with current APhA-ASP Adopted Resolutions

- Glance over the table of contents in the APhA-ASP Adopted Resolutions document.
- Subject headings and resolution titles will help you identify previously passed resolutions when you begin discussion with your chapter members and will help you more efficiently search the document, so that the chapter-level resolution drafting may be expedited.
- It is important to be aware of changes in terminology over time in the profession. For example, some resolutions refer to Pharmacy Benefit Manager as third party payers. When searching through the adopted resolutions, consider using different terms that refer to the same subject when searching.

#### Pro Tip

Do NOT read the entire book of adopted resolutions unless you really want to...when the time comes to begin drafting your proposed resolution use the Control+F function to identify keywords.

#### Step 3: Recruit student pharmacists to your Policy and Advocacy Committee and get them EXCITED!

- For those who are new to policy and advocacy, initial involvement may seem daunting. However, strong policy guides the future of our profession and APhA-ASP members have the opportunity to leave their mark on the association.
- Getting your members excited is vital to the policy development process - to get them excited means making policy relatable. For example, give chapter members examples of passed resolutions that they have experience with, such as wearing white coats or an APhA-ASP Patient Care Project.
- Encourage first-year student pharmacists to be involved - sometimes the freshest face has the simplest answer to complex issues that more senior student pharmacists may overthink.

#### Step 4: Watch the Policy Vice President Webinar during Webinar Week

- Early in the fall semester, APhA-ASP hosts a webinar week to introduce new officers to their positions. There is a webinar specific for PVPs that will help you familiarize yourself with your roles and responsibilities and highlight pertinent deadlines throughout your term.

**Questions? No Problem! Reach out to national, regional, and local leaders on the APhA ENGAGE platform. ENGAGE offers a low-pressure environment to ask questions about the policy development process and your position**



# Preparing for the Midyear Regional Meeting (MRM)

The Midyear Regional Meeting is the time for you to showcase your chapter's resolution and all of the work you have done to develop it. You began preparing for MRM by recruiting and engaging chapter members for the Policy and Advocacy Committee.

The following steps detail the core of the policy development process.

## Step 1: Brainstorm resolution ideas with your committee.

- Once you have formed a Policy and Advocacy committee, host committee meetings early in the semester to begin generating ideas for a resolution.
- Consider coordinating a lunch hour meeting, hosting a special event like Pizza and Policy, or hosting a Google Hangout from the comfort of your home if that works best with your committee's schedule. For more information on Pizza and Policy, visit the APhA-ASP Chapter Cookbook

## Step 2: Begin the resolution drafting process.

- After your committee has identified two potential resolution topics (a primary and secondary resolution), use the MRM Proposed Resolution Form to guide your drafting process (see Appendix A).
- The form can be found on [www.pharmacist.com](http://www.pharmacist.com), or by contacting your RD.

## Step 3: Participate in the Pre-MRM Policy Webinar.

- The Pre-MRM Policy Webinar identifies any resolutions that may be existing policy, and provides an opportunity to collaborate between chapters if a similar idea is suggested by more than one chapter.
- Appropriate House of Delegates actions and terminology will be explained and you will also have the opportunity to ask any questions you may have regarding the MRM policy process.
- For more information on the timing of your region's webinar, check the MRM website, email your RD, or reach out to a Policy Standing Committee (PSC) member.

## Step 4: Share your region's proposed resolutions with your chapter members.

- Following the webinar, your RD will send you final drafts of your region's proposed resolutions. Prior to MRM, share the proposed resolutions with your committee and chapter to get their feedback. Doing this before MRM will help engage your chapter members and bring to light opinions that might have been overlooked otherwise.
- Don't forget to register a chapter and Alternate Delegate either 30 days before MRM or during the time allotted directly prior to the start of each region's MRM Policy Proposal Forum.

### Resolution Pro Tips

1. Need resolution ideas? During your brainstorming sessions prompt members with questions like, "If you could change one thing about pharmacy practice, what would it be?" This actively engages your members and generates unique resolution ideas.
2. Have your resolutions drafted by mid-September if possible, that way your committee has ample time for discussion before submitting the resolutions to your respective RD.
3. Look over the APhA-ASP House of Delegates Rules of Procedures and Guide in the Policy Vice President toolkit before the webinar. That way if you have any questions, you can ask them during the webinar.
4. Consider making a PowerPoint presentation or an overview of proposed resolutions, containing pertinent passed resolutions and possible implications of resolutions. This will educate you and your members on previous policies and help build your confidence for the MRM Policy Proposal Forum, the time at MRM during which resolutions are discussed.
5. If you or your members are confused about Robert's Rules of Order after the Pre-MRM Policy webinar, consider hosting a Mock House of Delegates to practice.

# Preparing for Annual

The APhA Annual Meeting is one of the most exciting experiences as Policy Vice President. In order to best prepare you for the events at Annual, there will be a Chapter Delegate Orientation Webinar that will equip him/her with the necessary information to maximize his/her involvement in the policy development process. At APhA Annual meeting, there are three meetings that Chapter Delegates must attend, as they are pertinent to the policy development process: the Open Hearing on Proposed Resolutions and New Business, the APhA-ASP House of Delegates - First Session, and the APhA-ASP House of Delegates - Final Session, all of which are described in The Capsule. See below for steps to help you best prepare for the annual meeting.

## Step 1: Familiarize yourself with the resolutions from the Resolutions Committee.

- First, if you are unsure about what the Resolutions Committee is, refer to The Capsule.
- Second, the resolutions will be sent to you a couple of weeks before the meeting. Because the Chapter Delegate will be representing your chapter and voting on their behalf, it is prudent to familiarize yourself with the policies and consider their possible implications on the organization..

### Pro Tip

Take time to read each resolution's background statement prior to MRM as they help you understand the intent of the resolution

## Step 2: Educate your chapter on the proposed resolutions and determine how your chapter would like to vote.

- Host a pre-Annual meeting with your chapter to educate them on the resolutions and determine beforehand how members would like the Chapter Delegate to vote.

### Pro Tip

Take notes of both comments and concerns, that your chapter members think are important to bring attention to. Having them written down will help you thoughtfully represent your chapter and serve as the voice for all of your members, even those unable to attend the conference.

## Step 3: Register as your Chapter Delegate and identify an Alternate Delegate.

- In order to represent your chapter as a delegate, you must fill out the Chapter Delegate Credentials form electronically. You will also need to identify an Alternate Delegate in case you are no longer able to attend.
- The Chapter Delegate will vote via clicker at the conference. You will need to have your driver's license or some other form of ID to get the voting clicker during both House of Delegates sessions, so be sure to have it handy!

## Step 4: Be an active member of the policy development process at the conference.

- Attend the Open Hearing and encourage your chapter members to be vocal
  - During the Open Hearing, anyone may approach the microphone to share their thoughts or concerns
  - If you have questions and/or need clarification regarding the resolutions, the Open Hearing is the perfect opportunity to voice these questions as the Resolutions Committee will be available as a reference. They will not be able to comment during the APhA-ASP House of Delegate voting session.
  - Do NOT be afraid to walk up to the microphone like the policy pro you are! More than likely, another person is thinking the same thing you are and is too nervous to share.
- Attend the APhA-ASP House of Delegates sessions
  - Only Chapter Delegates may approach the microphone
  - Your chapter's hard work and involvement in the policy development process culminates in this moment. This is your time to shine, and we highly encourage you to share your opinions. Every student pharmacist plays a vital role in crafting future policy for APhA-ASP...but you have to be vocal to do so!



# Chapter 3

## Community and Member Engagement

### Policy and Advocacy Events

The Policy Vice President is responsible for spearheading various events throughout their term in order to engage chapter members and the community in policy and advocacy. The following section highlights many of the important national initiatives, but is not an all-inclusive list. For more ideas, please see the Chapter Cookbook.

#### **American Pharmacists Month (APhM)**

APhM is celebrated each October to promote your profession and get the attention you deserve amongst your peers, patients, and community. The theme is “Know Your Pharmacist, Know Your Medicine.” As Policy Vice President, it’s also the perfect opportunity to let your advocacy skills shine. For ideas on activities and events that spotlight pharmacists’ contributions toward improving medication use, visit the Chapter Cookbook and [www.pharmacist.com/american-pharmacists-month](http://www.pharmacist.com/american-pharmacists-month).

#### **PharmFlix**

Launched in 2009, PharmFlix is a way for student pharmacist to showcase their professionalism while also expressing their creativity by creating short public service announcements (PSA). It has also proven to be a popular and creative way to advocate for our profession. PSAs can be of various genres including, but not limited to, documentaries, parodies of pop-culture, commercials, music videos, and movie trailers. These films play online throughout the year, exerting their influence well beyond the APhA Annual Meeting & Exposition and APhA-ASP Closing Celebration. Your efforts at relaying the professional knowledge, compassion, and vision of the pharmacist, whether in the setting of patient care projects, grassroots advocacy, or the workplace, can inspire an enhanced perception of the pharmacist’s role in patient care. Chapters are encouraged to work with their school or college of pharmacy, members, and the public to create their PharmFlix video. For more information regarding rules and submission, please visit the APhA-ASP Policy & Advocacy page and explore the APhA-ASP PharmFlix Video Contest Link.

#### **Back the PAC Campaign**

Back the PAC is the APhA-ASP annual campaign to support the American Pharmacists Association Political Action Committee (APhA-PAC). APhA-PAC was formed to support candidates for federal office who have supported pharmacy issues and recognize the value of pharmacists in the healthcare system. The PAC is a voluntary association of APhA members who pool their resources to increase the impact of their contributions to candidates who support the profession. APhA-PAC is not affiliated with any political party, or other pharmacy association. The success of APhA’s legislative priorities is dependent on the strength of APhA-PAC.

Each year, chapters are encouraged to raise money for Back the PAC through fundraisers at the chapter level and alumni contributions. The top three chapters are recognized at the APhA Annual Meeting in March. With the help of Policy Vice Presidents, Back the PAC provides student pharmacists the opportunity to become involved in their professional livelihood in a powerful and positive way. Additionally, student pharmacists are also represented on the eight-member Board of Governors, which oversees the fundraising activities of the Committee and decides who receives an APhA-PAC contribution. For more information regarding event ideas, submission forms, and fundraiser rules, please visit <https://www.pharmacist.com/apha-asp-back-pac>.

# Letter Writing Campaign

Sending a letter to your legislator is an effective way to advocate for your profession year-round. There's strength in numbers, so consider pooling your chapter's efforts by hosting a letter writing campaign during a general body meeting or as part of a policy and advocacy event.

## Step 1: Get students excited about an issue

- Create a PowerPoint to educate chapter members about a hot topic that is currently impacting the profession
- Discuss how legislation, currently being debated on the state or national levels, can impact pharmacists in your community
- Help chapter members realize that their voices will not go unheard!

## Step 2: Send out a template for students to use in contacting their legislators (See Appendix D) or direct students on how to access pre-populated letters on the APhA-ASP website.

- For access to the pre-populated letters:
  - Go to [www.pharmacist.com](http://www.pharmacist.com) and log in
  - Click on "Get Involved" from the drop down menu and select "Action" listed under *Advocate*
  - Send a letter to your legislator

### Pro Tip

Email is the most effective and timely way to write your legislator. By using a template, sending a letter to your legislator can take as little time as 5 minutes! If you do not use the template on [pharmacist.com](http://pharmacist.com), consider compiling and sharing a list of your state's legislators emails to minimize the work on your chapter members.

## Step 3: Remind students to include personal stories about how they make an impact in patients' lives

- Legislators want to hear from their constituents. Keep in mind, no one can communicate your community's needs better than you can.



# Conducting a Hill Visit

Meeting with a member of Congress or congressional staff is a very effective way to convey a message about a specific legislative issue. Below are some suggestions to consider when planning a visit to a congressional office.

## Step 1: Planning your Hill Visit

- Visit the APhA Government Affairs webpage to learn about key issues affecting the profession
  - From the APhA home page, click on Government Affairs → Advocacy Toolkit → Current Legislation
- Identify your legislator
  - For *Capitol Hill* visits, you may locate your Congressmen through the APhA Legislative Action Center.
    - From the APhA home page, click on Government Affairs → Legislative Action Center → Enter your zip code to see your elected officials
  - For *State Hill* visits, locate your state legislators through your state's legislature website
- Make an appointment with your legislators by phone or email
  - When attempting to meet with a member, contact the Appointment Secretary/Scheduler and explain your purpose and who you represent.
  - If you are unable to immediately confirm the appointment, polite persistence helps. You may have to call the scheduler back several times. Additionally, consider confirming your appointment within a week of your scheduled visit.
  - Do not be disappointed if you are unable to meet with your Member; engaging with staff can be just as valuable. Staff have the trust of the Member and are very influential, so meeting with them is not a waste of time.
- Do your research
  - Review your congressman's biography for background information, committee assignments, and also any connections that you may have by visiting the APhA Legislative Action Center
  - Go to the Library of Congress website or download the Congress app to track all bills that have been introduced in the US Senate and House.



# Conducting a Hill Visit

## Step 2: Meeting with your Legislators

- Wear business attire and bring business cards if available.
- Practice your talking points before the visit and plan to incorporate your personal stories, experiences, and strong data, if possible, into your message
  - Members and staff value real-life examples and can understand the issue better if you relate to them using practical terms.
- If you are going in group, develop a strategy for the visit:
  - Choose a spokesperson to initiate discussion and delegate topics to groups members.
- Be prompt and patient - arrive a few minutes early and be flexible if interruptions occur.
- Be prepared! Bring supporting materials to leave with the legislator or staff member at the end of the meeting.
- Don't argue - identify issues of concern or differences of opinion and respond based on your knowledge and experience. Remember you are trying to build relationships.
- Be political - make a connection between what you are requesting and the interests of the Member's constituency
- Be prepared to answer questions or provide additional information, in the event the member expresses interest or asks questions.
  - Don't be afraid to say that you do not know the answer to a question. If you don't know the answer to a question, respond with something like "That is a great question. I will have to get back to you."
- At the end of the meeting, ask what the Member's position and/or level of commitment is on the issue or bill. If the response is negative, ask what they would be willing to support.
- Make sure the Member/staff is left with the impression that you welcome any future discussion and can be used as a resource on pharmacy issues.
- Leave time for questions.
- Thank the Member and/or staff before you leave for taking the time to speak with you.

## Step 3: Follow-up after your Visit

- Within a week, write a thank you letter that outlines the different points covered during the meeting.
- Send additional information and materials requested.
- Maintain communication with the Member and their staff through letters, calls, and visits.

## Do's and Don'ts of Meeting with Legislators

Do	Don't
✓ Clearly identify the subject of discussion, specifically the House and Senate bill numbers	✗ Be rude or threaten
✓ Express the impact that the issue has on constituents	✗ Pretend to have greater political influence than is true
✓ Use personal experiences to support positions	✗ Promise something that cannot be delivered
✓ Restrict conversation to a single issue	✗ Be self-righteous or all-knowing
✓ Communicate while legislation is under consideration in committee, conference, or on the floor	✗ Be vague about the issue (research the member's position and present facts to support or refute)
✓ Communicate more than once on the same issue if the legislation changes and note how the changes will impact pharmacy practice and patients	

# Hosting a Pharmacy Legislative Day

Pharmacy Legislative Day offers a unique experience for students to connect with their legislatures through patient care and advocacy while promoting the profession to key decision-makers. It is also a great time for students to meet and network with other student pharmacists from your state. Most Legislative Days are coordinated through pharmacy state associations. Ideas for what to do if your state association does not currently sponsor a Legislative Day will be addressed in the “Working with Your State Association” section .

## What does a Pharmacy Legislative Day normally consist of?

- Promoting the profession of pharmacy and advocating for important issues affecting your state
- Health screenings for legislatures
- Observation of the Legislative Process

## How can I plan a Pharmacy Legislative Day at my state capitol?

Refer to Appendix E for a Pharmacy Legislative Day Planning Timeline.

### Step 1: Set the Date.

- This activity takes coordination with professors to find an optimal day for students to be absent from school in order to meet with members of federal and/or state legislature.
- Be sure to schedule Pharmacy Legislative Day when your legislature is in session, and most ideally when healthcare legislation is under consideration
- Work with other schools of pharmacy in your state to decide the best date for your state’s Pharmacy Legislative Day.

### Step 2: Plan activities for Pharmacy Legislative Day

- Health Screenings:
  - Collaborate with other schools of pharmacy in your state on what screenings will be offered, who is bringing the supplies, where the screenings will be set up, and when students will be screening legislatures and staff. One helpful way of collaborating between the schools for scheduling time slots is to share a Google Excel or Word document with listed time slots and available screenings.
  - Invite your legislators. Refer to Appendix F for a sample invitation letter.
  - While screening, explain how pharmacists play a vital role on the healthcare team by increasing access to healthcare and decreasing medical costs.
- Meetings with Legislators:
  - Encourage students to schedule appointments with their legislators.
  - Refer to the above section, “Guide to Conducting a Hill Visit,” for more information.

### Step 3: Prepare yourself and your chapter for the Day

- Host a meeting for your chapter to discuss talking points with legislatures and important legislative issues students should be discussing. Invite a leader from your state association or a politically active practicing pharmacist to come share with students what pharmacists are pushing in your states. Provide students a sheet of talking points and encouragement that their efforts in advocacy make a difference! Consider using the Health Screening checklist under Appendix G to keep yourself organized the day of the screening.

# Working with your State Association

Did you know that your scope of practice, i.e. how pharmacists are able to practice, is determined at the state level? If you did, excellent, still read this section. If you didn't, that is ok! Every state has different practice regulations set forth by the legislative body and governed by each state board of pharmacy. Your state association is a crucial member of the team in advancing the practice of pharmacy in your state. Thus, it makes sense to work with your state association as a student pharmacist.

Each state association has varying levels of student pharmacist involvement in their activities. Some state associations have student pharmacists built into their Board of Directors, while others are building or re-building involvement opportunities based on student pharmacists interests. If you are interested in learning more about opportunities in your state, use the steps below as a general guideline in your investigation or planning process to get you started.

## Step 1: Learn how student pharmacists are involved with your state association.

- There are a myriad of ways to learn how student pharmacists are involved at the state level! Put on your detective hat and...
  - Ask your predecessor or chapter advisor, if they are unsure, ask if they have a connection (i.e. a faculty, staff member, highly involved pharmacists in the area, etc.) to direct you to for more information.
  - Check out your state association's website.
  - Contact your state association and ask!
- Once you have determined the structure of student pharmacist involvement in your state, make a connection at the state association! Having a face put to a name will ease future contact between you, your state association contact, and vice versa.

## Step 2: Develop and refine your ideas and a plan for collaboration with your state association.

- After you have developed your contact, ask them what is **important** to the state association this year.
- Ultimately, you want any work that you are putting in to be meaningful and determining what is currently important in your state is the best place to start.
  - Ok, so you know what the important topics are for the year. Now go make some plans!
- Consider hosting a pharmacy legislative day at your state capitol.
  - Pharmacy legislative days are a great way to reach out to your state's legislators. Oftentimes they are coordinated through the state pharmacy association and may or may not include a health screening.
  - If you are interested in hosting a pharmacy legislative day or health screening at your state capitol, read the "Hosting a Pharmacy Legislative Day" section below.

## Step 3: Implement your plan.

- You have spent all this time networking with your state association and planning for your events...now it is time to implement your plan and enjoy the process.
- Don't forget to send thank you notes to staff at your state association for their help following any co-sponsored event.

## What if my state association does not sponsor a Pharmacy Legislative Day?

- Contact your pharmacy state association to see if they would be interested in coordinating a legislative day at your state capitol. Most state associations encourage and support student pharmacists advocating to legislators and being involved in their state.
- If your state association does not want to coordinate a Legislative Day, you can contact other schools of pharmacy in your state to collaborate an event at your state capitol. Follow the Planning a Pharmacy Legislative Day Guide and divide the event's responsibilities between the schools or APhA-ASP chapters.
- Encourage your chapter's members to make appointments with their legislators on the same day and travel to your state capitol together. If you choose to do this, you can still debrief chapter members on important pharmacy legislation and instruct them on how to make a Hill visit.



# Chapter 4

## Leadership and Scholarship Opportunities

In addition to Policy Vice President, APhA-ASP offers a number of opportunities to take your policy and advocacy experience to the next level. For more information about the regional and national leadership positions, including the APhA-ASP Regional Delegate, APhA-ASP Policy Standing Committee, and APhA-ASP Speaker of the House, visit <http://www.pharmacist.com/apha-asp-leadership-opportunities>.

### **APhA-ASP Regional Delegate**

The APhA-ASP Regional Delegate (RD) is responsible for promoting policy and advocacy activities within their respective APhA-ASP region; serving on the APhA-ASP Resolutions Committee, the committee that refines the resolutions passed at MRMs so that they can be voted on during the APhA-ASP House of Delegates, during the January Business Meeting; facilitating the development of resolutions on the chapter level; and coordinating regional conversation prior to MRM regarding their regions resolutions. Other responsibilities include communicating with Policy Vice Presidents, scheduling legislative visits during the Summer Leadership Institute, serving as a reference to answer questions on proposed resolutions during APhA Annual, and serving as a delegate in the APhA House of Delegates at APhA Annual. Applications are due at the MRM.

### **APhA-ASP National Policy Standing Committee**

The Policy Standing Committee (PSC) plays an important role in representing student members' views to APhA. The primary role of the PSC is reviewing the resolutions most recently passed by the APhA-ASP House of Delegates and determining how each resolution will be implemented. The PSC also reviews the APhA-ASP Policy Book in ten-year increments and assigns the status of active, inactive, or achieved, a process known as *sunsetting*, based on whether the resolution is representative of APhA-ASP today. Other responsibilities include hosting webinars, developing new policy and advocacy resources, serving on the APhA Joint Policy Committee during the Academies Leadership Meeting, and serving as a delegate in the APhA House of Delegates at APhA Annual. Applications are due December 1st.

### **APhA-ASP Speaker of the House**

The APhA-ASP Speaker of the House serves alongside the national President, President-Elect, and Members-at-Large to represent the face of the APhA Academy of Student Pharmacists. The primary responsibility of the Speaker of the House is to preside over the APhA-ASP House of Delegates and Open Hearing on Proposed Resolutions. The Speaker of the House serves as chair of the Resolutions and Reference Committees, liaison to the Policy Standing Committee, delegate in the APhA House of Delegates, as student representative on the APhA Political Action Committee and Government Affairs Committee, and more! Applications are due February 1st.

### **APhA Good Government Student Pharmacist-of-the-Year Award**

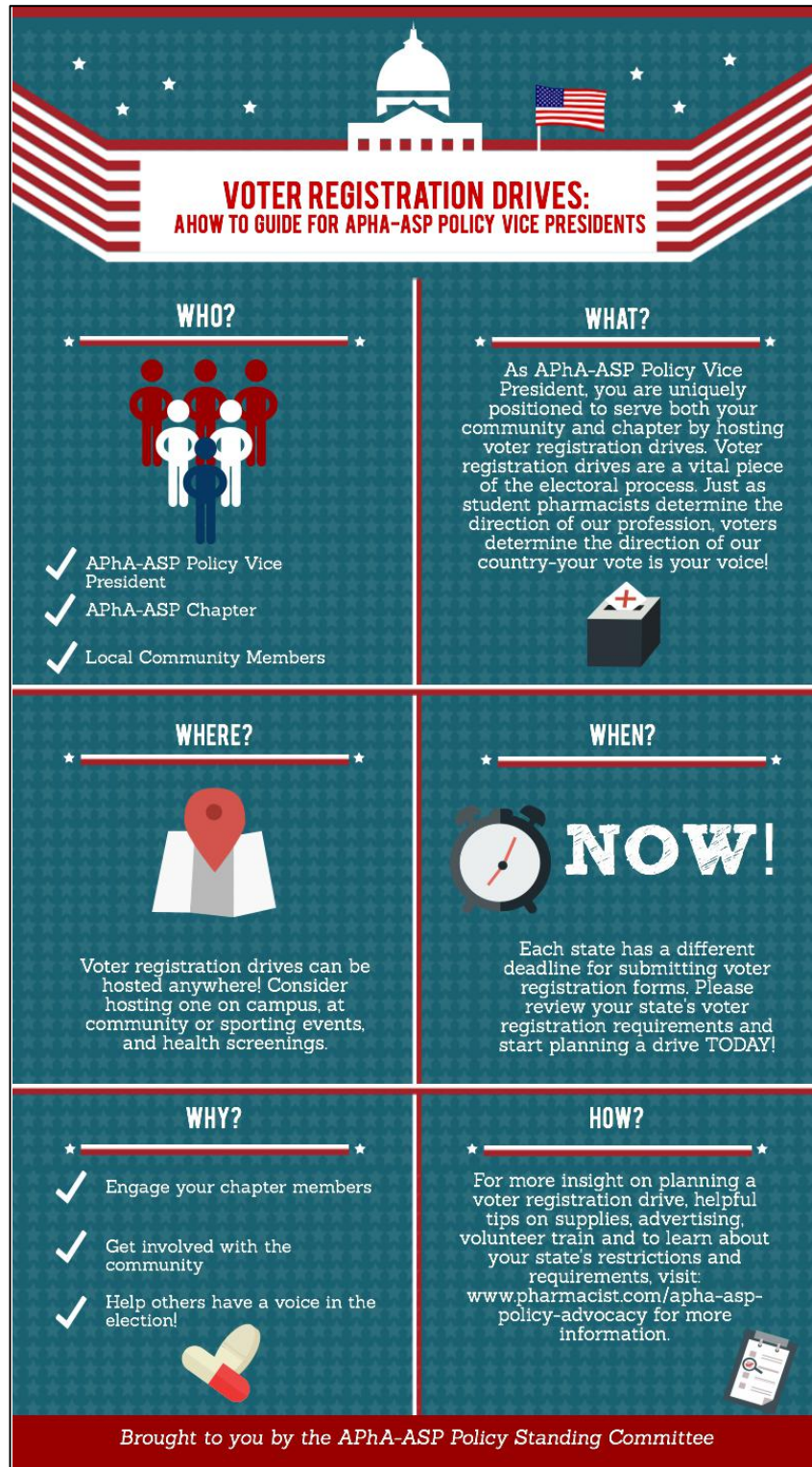
The award recognizes a student pharmacist who successfully organizes student pharmacist grassroots activities within their chapter and actively promotes the value of advocating for the profession. The award is based on the student's ability to raise awareness of local and national pharmacy issues while embracing the concept of teamwork and collaboration among students, practitioners, and their state pharmacy association. Nominations are due by November 1st. For more information, visit the APhA-ASP Awards & Scholarships page.

### **APPE Rotation with Government Affairs**

APhA offers a number of Advanced Pharmacy Practice Experience opportunities at APhA Headquarters in Washington, DC. To get a first-hand look at the Association's policy and advocacy efforts, consider spending 4 to 6 weeks in the Government Affairs department as a final-year student pharmacist. For more information, visit the APhA-ASP Projects & Programs page and explore the APhA Experiential Program link.

# Appendix A1

## Voter Registration Drive Infographic



The infographic is titled "VOTER REGISTRATION DRIVES: A HOW TO GUIDE FOR APhA-ASP POLICY VICE PRESIDENTS". It is divided into six sections: WHO?, WHAT?, WHERE?, WHEN?, WHY?, and HOW?. Each section contains icons, bullet points, and text. The top of the infographic features a stylized American flag and a dome icon. The bottom of the infographic features a red banner with the text "Brought to you by the APhA-ASP Policy Standing Committee".

**VOTER REGISTRATION DRIVES:**  
A HOW TO GUIDE FOR APhA-ASP POLICY VICE PRESIDENTS

**WHO?**

- ✓ APhA-ASP Policy Vice President
- ✓ APhA-ASP Chapter
- ✓ Local Community Members

**WHAT?**

As APhA-ASP Policy Vice President, you are uniquely positioned to serve both your community and chapter by hosting voter registration drives. Voter registration drives are a vital piece of the electoral process. Just as student pharmacists determine the direction of our profession, voters determine the direction of our country—your vote is your voice!

**WHERE?**

Voter registration drives can be hosted anywhere! Consider hosting one on campus, at community or sporting events, and health screenings.

**WHEN?**

**NOW!**

Each state has a different deadline for submitting voter registration forms. Please review your state's voter registration requirements and start planning a drive TODAY!

**WHY?**

- ✓ Engage your chapter members
- ✓ Get involved with the community
- ✓ Help others have a voice in the election!

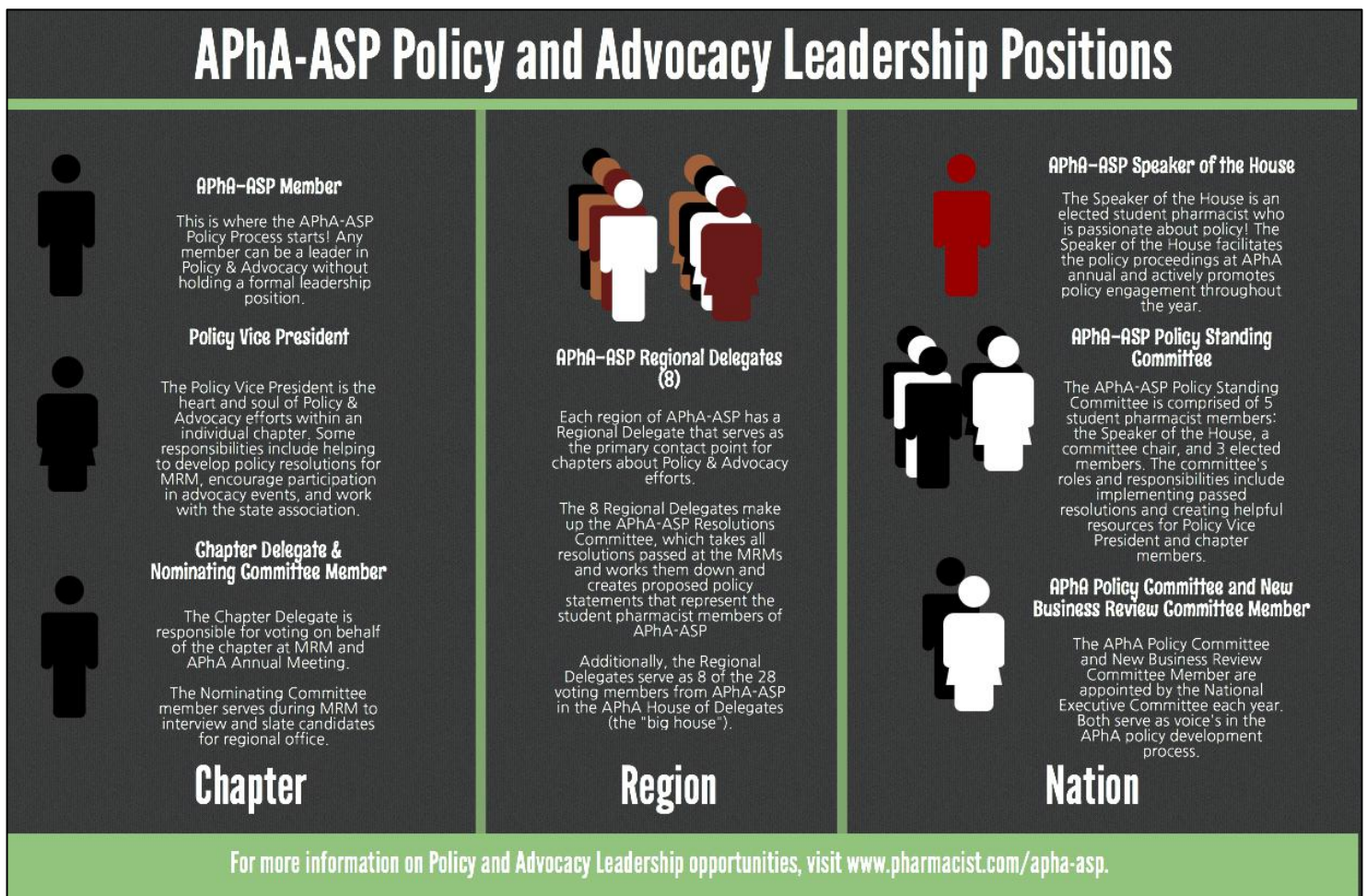
**HOW?**

For more insight on planning a voter registration drive, helpful tips on supplies, advertising, volunteer train and to learn about your state's restrictions and requirements, visit: [www.pharmacist.com/apha-asp-policy-advocacy](http://www.pharmacist.com/apha-asp-policy-advocacy) for more information.

Brought to you by the APhA-ASP Policy Standing Committee

# Appendix A2

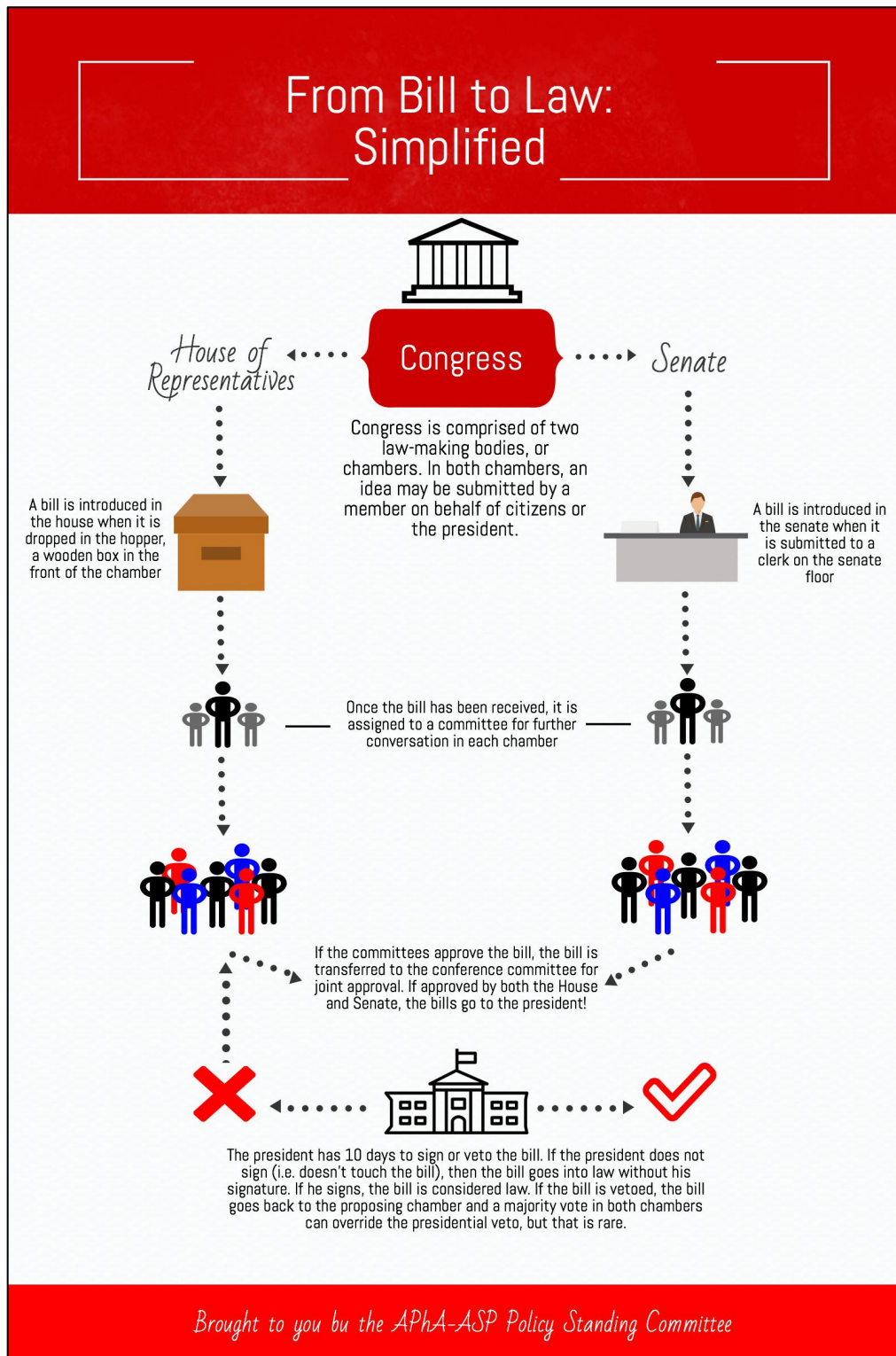
## APhA-ASP Leadership Structure Infographic





# Appendix A3

## From Bill to Law Infographic



# Sample Letter to Legislator

For the full document, download from the PVP Guide Appendix!

# Appendix C

## Pharmacy Legislative Day Planning Timeline

APhA-ASP  
AMERICAN PHARMACISTS ASSOCIATION  
ACADEMY OF STUDENT PHARMACISTS



### PHARMACY LEGISLATIVE DAY PLANNING TIMELINE

#### Year-Round:

- Provide students, faculty with a list of legislative issues being reviewed or passed. Information can be retrieved from your state association and through the web at [www.aphanet.org](http://www.aphanet.org). (Monthly)
- Attend and participate in the Open Hearings on policy at your State Association meeting and APhA Annual meeting at which many resolutions are discussed and voted upon. This will help you to be an informed spokesperson at the event. (Annually)
- Encourage students to speak to the legislators and the public regarding the importance of the screenings/immunizations in promoting wellness and reducing health care costs. (Year-round)

#### 90 to 60 days Prior to the Event:

- **Contact your state association** to see when and if they coordinate a Legislative Day. If not, contact other schools of pharmacy or APhA-ASP chapters within your state. (75 days prior to the event)
- **Decide upon and form committees** necessary to plan your event. Possible committees include:
  - Public Relations: These individuals are responsible for contacting newspapers, radio, and television stations in the community to promote the event. Sample news releases are included within this toolkit for use by this committee.
  - Publicity: These individuals are responsible for posting flyers and posters advertising the event in public areas around the community (e.g. senior citizens centers, local pharmacies, hospitals, and shopping centers). Be sure to ask permission prior to posting signs in stores and in public buildings.
  - Screening and Immunization Committee Chairs: These individuals will establish a committee responsible for coordination the training sessions for their respective area (i.e. hypertension screening will be coordinated by the hypertension committee chair). This committee is also responsible for ensuring that needed supplies are ordered and available for the event as well as contacting pharmacists to serve as practitioner supervisors at the event.
  - Legislative Committee: These individuals will gather information about state pharmacy legislation and host an interest meeting to prepare students for appointments with their legislatures. Also responsible for inviting legislators.

For the full document,  
download from the  
PVP Guide  
Appendix!


Pharmacy Legislative Day Planning Timeline - Page 1 of 5



# Appendix D

## Sample Invitation to Pharmacy Legislative Day

APhA-ASP  
AMERICAN PHARMACISTS ASSOCIATION  
ACADEMY OF STUDENT PHARMACISTS

  
APhA

Date

The Honorable [Senator Full Name]      OR      The Honorable [Representative Full Name]  
U.S. Senate      U.S. House of Representatives  
Washington, DC 20510      Washington, DC 20515

Dear [Senator Last Name]:      OR      Dear [Representative Last Name]:

We cordially invite you to attend a legislative day event coordinated by the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) Chapter at the University of [redacted]. The Title of the Legislative Day Event will be conducted on [redacted] and will consist of health and wellness screenings and immunizations provided by local pharmacists, pharmacist faculty members and student pharmacists. This event is a unique opportunity to establish dialogue between your office and vital members of the healthcare team.

As you are aware, changes in the healthcare system have created many gaps for members of our community. Amongst many of the issues, access to quality healthcare is an area where pharmacy provides an avenue to bridge the gap, as the most accessible healthcare providers. Community pharmacies offer patients more than just medications. Pharmacists are certified to provide a variety of immunizations as well as provide blood pressure screenings, diabetes screening and management, cholesterol screening, and much more. Health prevention is invaluable, and, as such, pharmacists are taking an active role in screening for individual health problems before they become societal health and financial disasters.

APhA-ASP is the student academy of the American Pharmacists Association (APhA). Thus our Association represents a diverse group of pharmacists and future pharmacists devoted to the advancement of the pharmacy profession. APhA-ASP invites you and the public to participate in an array of health screenings and immunizations in an effort to strengthen the relationship that exists between the pharmacy profession, the public it serves, and the local government. This arena will allow the pharmacy community to become better educated about the legislative process and the importance of grassroots development, while simultaneously exposing you to the importance of pharmacy and the roles that they play in healthcare. Together we have the chance to show the talents that both sides have to offer the community.

We hope you can participate in the Title of the Legislative Day Event and we would like to thank you in advance for your consideration. Please respond to this invitation by contacting Chair Person's Name at Chair's phone number.

Sincerely,

Joe Jones, Student Pharmacist  
Chapter Title  
University / School or College of Pharmacy  
Phone: 123/456-7890  
Email address: abc@def.com

Policy Vice-President Guide

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2017 Update

# Appendix E

## State Capitol Health Screening Checklist

**APhA-ASP**  
AMERICAN PHARMACISTS ASSOCIATION  
ACADEMY OF STUDENT PHARMACISTS



### **HEALTH SCREENING AT YOUR STATE CAPITOL CHECKLIST**

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- ☐ Review the calendar for your state legislature and university activities. Set a date with faculty support of missing class and availability of legislature.
- ☐ Investigate the rules and regulations for your state capitol. Does it allow the type of screening to be offered on capitol grounds?
- ☐ If possible, contact and collaborate with neighboring schools of pharmacy and your state pharmacist association(s).
- ☐ Recruit students and faculty for support. Involve entire school campus.
- ☐ Educate student pharmacists on current issues in your state that they may communicate to legislators.
- ☐ Help chapter members seek out legislators that represent their hometown.
- ☐ Take advocacy flyer to review and hand to your legislator after screening.
- ☐ Get media coverage at the event. It will help increase public visibility for pharmacists as well as your legislator. Refer to 'Generating media interest' for a further details.
- ☐ Send all legislators that participated a thank you note within a week after the event.
- ☐ May model after pharmacy legislative day. Review Section 3 of SPAN virtual binder for planning details.