



***Patient-Centered Medical Home:
A Traineeship to Enhance Competence in
Team-based Care Models***

Application Policies and Guidelines

Accreditation for Pharmacists



The American Society of Health-System Pharmacists is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.

©Copyright 2017
ASHP Foundation
All rights reserved

Table of Contents

Program Preview	2
Program Timeline.....	2
ASHP Foundation	3
Traineeship Administration	3
Tuition Information.....	3
Partial Scholarship Information.....	4
Program Description	4
Pre-Program Self-Assessment.....	4
Distance Education Program.....	4
Experiential Program	6
Traineeship Assessment	6
Post-Training Requirements	6
Application Process	7
Selection Criteria.....	8
Qualifications of the Applicant	9
Qualifications of the Applicant’s Healthcare Organization	9

Program Preview

Patient-Centered Medical Home: *A traineeship to enhance competence in team-based care models*

The ASHP Research and Education Foundation, as the philanthropic arm of ASHP, develops programs for educating and developing pharmacists and pharmacy staff as leaders and clinicians in support of our vision that patient outcomes improve because of the leadership and clinical skills of pharmacists, as vital members of the health care team who are accountable for safe and effective medication use.

The Patient-Centered Ambulatory Care Medical Home prepares participants to use a systematic approach to optimize the delivery of patient-centered care. Building on the frameworks of the patient-centered medical home (PCMH) and accountable care organizations, participants will develop and enhance their knowledge and competencies to enhance outcomes for patients and health-systems, build a plan to start and/or advance patient-centered services, and incorporate principles of continuous quality improvement. This program prepares participants to address their hospital/health system's needs as key members of the ambulatory healthcare team who are responsible and accountable for patient and healthcare system outcomes.

The traineeship consists of four components:

- Pre-Program Self-Assessment
- Distance Education Program
- Robust, 5-day Experiential Program
- Post-Training Requirements

The pre-program needs assessment, using the Ambulatory Care Self-Assessment Tool, provides the participant information to assess their practice advancement needs and priorities to customize the traineeship. Upon acceptance to the traineeship, you will be matched with a mentor that will support you throughout the program. The distance education program is a combination of key articles and standards, on-demand webinars, and live interactive web-based presentations designed and delivered by expert faculty. During a 5-day experiential program, working with experienced ambulatory care pharmacists, participants will observe and participate in practice activities at a hospital/health system with an established patient-centered medical home and/or accountable care organization (ACO) model of practice. You will work with the mentor to optimize the development of skills most applicable to your practice needs. At specific intervals after completion of the experiential component, participants are required to provide the ASHP Foundation documentation of post-training projects that demonstrate meaningful practice advancement. The distance education (20 hours) and experiential (40 hours) components offer continuing pharmacy education hours for pharmacists.

Program Timeline for the 2017-2018 Offering

- Applications available –June 23, 2017
- Scholarship application deadline – (Full Trainees Application and Scholarship application) – September 12, 2017
- Application deadline – October 10, 2017
- Participants announced – November 2017
- Distance education – December 2017 – March 2018
- Experiential training – April/May 2018
- Post training requirements – Fall 2018

ASHP Research and Education Foundation

Our Mission

The mission of the ASHP Foundation is to improve the health and well-being of patients in health systems through appropriate, safe and effective medication use.

ASHP Foundation Strategic Priorities

1. Facilitate and strongly support the pharmacy profession in advancing pharmacy practice models that foster pharmacists’ leadership and accountability for patient outcomes.
2. Drive the advancement of the technical, human and leadership competencies of pharmacists and pharmacy staff in complex and rapidly changing organizations.
3. Ensure the long-term financial sustainability of the ASHP Foundation.

The strategic priorities of the ASHP Foundation are closely aligned with the ASHP strategic plan. ASHP represents pharmacists who serve as patient care providers in acute and ambulatory settings. The organization’s more than 40,000 members include pharmacists, student pharmacists and pharmacy technicians. For over 70 years, ASHP has been on the forefront of efforts to improve medication use and enhance patient safety.

The ASHP Foundation pursues its mission and strategic priorities through provision of awards, research grants, educational programs, and practice tools. The ASHP Foundation has a long track record of administering research grant, education and practitioner recognition programs that use stringent external review processes to select program recipients and participants. [Visit our website](#) to learn more about the ASHP Research and Education Foundation.

Traineeship Administration

The Medical Home Traineeship program is administered by the ASHP Foundation, 4500 East West Highway, Suite 900, Bethesda, MD 20184. All traineeships are tuition-based programs.

Tuition Information

The tuition for the Medical Home Traineeship program is \$3750.

Applicants who are accepted into the program can elect to pay their registration fee in full or participate in a payment plan.

Upon acceptance into the Medical Home Traineeship program, trainees will be sent a declaration of payment form with the option of entering into a payment plan with the ASHP Foundation. The first payment is due upon program commencement, and the final payment is due before the experiential education. In order to be eligible for monthly payment plan, you must pay the first payment by the deadline. You will otherwise be responsible for remitting the amount in full.

Full payment must be received before trainees go onsite for experiential training in order to guarantee participation.

Tuition Total	Payment Plan* (optional)			
	Nov 1	Dec 1	Jan 1	March 1
\$3750	\$937.50	\$937.50	\$937.50	\$937.50

*Alternative payment plan for all – Call customer service and give a credit card for equal monthly payments between November 1 – March 1. Full payment to be submitted 30 days after receipt of invoice.

Please Note:

- The tuition fee does not include travel accommodations for the experiential training, which are the responsibility of the trainee.
- If the participant(s) must cancel his/her participation, he/she must notify the ASHP Foundation in writing at least eight (8) weeks in advance of the starting date of the experiential portion of the program.
 - Tuition is not refundable if notification occurs less than eight (8) weeks before participant entry into the experiential program

Partial Scholarship Information

The ASHP Foundation will be offering a Partial Scholarship, The Excellence in Pharmacy Scholarship for the Medical Home Traineeship. The Excellence in Pharmacy Scholarship is non-renewable \$1,000 scholarship, the recipient will be invoiced \$1,000 less for their tuition as that portion of the funding will be covered by the Excellence in Pharmacy Scholarship fund.

Candidates must have a full submitted traineeship application, and submit the scholarship application by September 12th in order to be eligible. The scholarship application can be found in the electronic application, and ASHP Foundation webpage. To view the full eligibility requirements [click here](#).

Program Description

Your organization is adapting to the environment – more pharmacists are being strategically deployed to optimize medication management in the transitions and in outpatient settings. In this 2-part educational program, you learn from expert faculty to elevate quality, safety and outcomes in medical homes, clinics, and ACO's. A combination of focused distance and experiential training will build your competence to implement services and quality metrics to transform patient care and optimize outcomes.

The Medical Home Traineeship consists of four components:

- Pre-Program Self-Assessment – Ambulatory Care Self-Assessment Tool
- Distance education program
- Skills-based, robust 5-day experiential program
- Post-training requirements to demonstrate participant and practice outcomes.

Pre-Program Self-Assessment – [Ambulatory Care Self-Assessment Tool](#)

The purpose of the tool is to promote advancement of practice in ambulatory care settings. Questions are provided to enable practitioners and health-systems to self-assess their current ambulatory care practice. Upon completing the questions, the tool will allow the user to develop a list of priorities (an "Action Plan") individualized to their ambulatory setting.

Participants are expected to complete this assessment in the first two months of the distance program. Results of the tool will be used to help customize the traineeship to achieve meaningful outcomes for the participant and their home organizations.

Distance Education Program

The purpose of the distance education component of this traineeship is to prepare the trainee to arrive at the experiential stage with the fund of knowledge and skills required to optimize their experience and achievable outcomes of the onsite program.

Upon completion of the distance education program, participants will be able to:

Foundations

- Define common terminology and concepts of patient centered medical homes (PCMH), accountable care organizations (ACO), and other organized systems of care.
- Describe current PCMH framework, certification process and accrediting agencies.
- Recognize the Medicare Shared Savings Program (MSSP)/Pioneer Quality Measures.
- Describe the quality measures that are relevant to advancing pharmacy practice.

Outcomes Management

- Identify steps in completing a continuous quality improvement (CQI) process.
- Differentiate between clinical, economic and humanistic outcomes in PCMH setting.

Pharmacists' Role & Practice

- Differentiate between models of practice.
- Compare and contrast the different types of ambulatory care pharmacist services.
- Describe delivery methods for provision of ambulatory care pharmacist services.
- Explain and provide examples of effective interprofessional communication (e.g., huddles) and effective patient engagement in the PCMH/ ambulatory care setting.
- Discuss the establishment of a collaborative practice agreement in accordance with state law.
- Assess current health information technologies to support efficient provision of care, standardized documentation, and effective communications across the continuum of care.

Sustainable Business Models

- Evaluate billing and payment models available to pharmacists.
- Discuss ACO financial payment models.
- Identify gaps in existing ambulatory care practice.
- Justify the components of an effective business plan.

Practice-based Presentations with Discussion

Trainees will be required to participate in a set of seven (7), practice-based presentations with discussion. The times and dates of the presentations included below are subjective to change. Confirmed times and dates will be provided to the trainees upon entry into the program.

Topics
Welcome and Introduction to Medical Home Traineeship
Foundations of Advanced Ambulatory Care Practice – PCMH/ACO/Quality Metrics
Models of Practice and Billing and Payment
Principles of Quality Improvement Practice-based research /PDSA – Part 1
Standardizing Practice (documentation, data, registries, IT, QI metrics)
Principles of Quality Improvement Practice-based research /PDSA – Part 2
Communicating Effectively with the Interprofessional team

Experiential Program

The program focuses on critical thinking, decision-making, and communication skills. Following completion of the experiential program, the preceptor provides the ASHP Foundation with an evaluation of the trainee's progress.

ASHP Foundation staff and traineeship faculty will strive to align trainees' individual educational needs and geographic location when determining site assignments. Alignment of trainees' educational needs and training site capabilities will be prioritized. The ASHP Foundation cannot guarantee that trainees will be assigned to the site that is closest in geographic proximity to the trainee's home.

Upon completion of experiential program, the participant will be able to:

- Evaluate quality measures that are relevant to advancing pharmacy practice.
- Apply the principles of continuous quality improvement to the ongoing functions of an ambulatory service.
- Develop a plan to implement a focused outcome measure.
- Determine the services that should be implemented or enhanced in your medical home or practice setting.
- Design a presentation for providers and other stakeholders to communicate value.
- Assess current health information technologies to support efficient provision of care, standardized documentation, and effective communications across the continuum of care.
- Employ current health information technologies for patient identification and systematic data tracking to target pharmacist services.
- Evaluate a business plan for expanding the role of pharmacists in a medical home.

Trainee Assessment

Distance Education Component

To earn CE credit for the distance education component and to advance to the experiential component, participants must:

- Complete the ASHP Ambulatory Care Self-Assessment Tool
- Complete and pass learning assessments.
- Complete the online evaluation.
- Claim the CE credits.

System Technical Requirements

Courses and learning activities are delivered via your Web browser and Acrobat PDF. Users should have a basic comfort level using a computer and navigating web sites.

View the [minimum technical and system requirements](#) for learning activities.

Experiential Component

Participants must successfully complete all requirements of the first two components: Pre-Program Assessment and Distance Education, prior to being matched with an experiential site and mentor. During the experiential component, faculty members will assess the participants' ability to function effectively as a member of a patient-centered medical home. The faculty member will complete an evaluation form for each participant following the experiential component and discuss the evaluation with the participant.

Post-Training Requirements

At specific intervals after completion of the experiential component of the traineeship, trainees are required to provide the ASHP Foundation documentation that demonstrates application of the obtained knowledge and skills before a certificate of completion is issued, as described below.

Deliverable	Due to ASHP Foundation
Required of All Participants	
Narrative statement that addresses: <ul style="list-style-type: none"> • How the traineeship supported the trainee’s integration as a member of the medical home practice. • Key elements of the trainee’s impact on program outcomes. 	6 months post-training
Letter of support from a physician champion or designated individual, who is responsible for the management of patients in the ambulatory care practice model that describes the trainee’s involvement and impact as a member of the healthcare team.	6 months post-training
Impact on Practice Survey	12 months post-training
Participant Selects 1 of the Following:	
Develop a plan to expand your current program plus evidence of presentation to an organizational decision-maker.	6 months post-training
Develop a plan to incorporate at least one new outcome measure into your program plus evidence of presentation to an organizational decision-maker.	6 months post-training
Develop a Continuous Quality Improvement (CQI) plan based upon participant’s organizational-specific data plus evidence of presentation to an organizational decision-maker	6 months post-training

Application Process

To apply to the traineeship, the applicant must complete an online application along with the following items:

- 1) A cover letter from the applicant that describes how he/she will use the training obtained through this program;
- 2) A CV or biographical sketch limited to four (4) pages;
- 3) **Required:** A letter from the director of pharmacy or practice equivalent that indicates support for the applicant’s participation, departmental/practice commitment to the applicant’s participation on the medical home/inter-professional team;
- 4) **Required:** Online attestation
- 5) **Optional but encouraged:** A letter from the chief executive officer of the applicant’s organization confirming a commitment to the applicant’s involvement in an existing inter-professional care or medical home team, including the expected implementation date;
- 6) **Optional but encouraged:** A letter from the physician responsible for the medical home service/inter-professional care team that supports the applicant’s participation on the inter-professional team or medical home team; and

Director of Pharmacy or equivalent letters of support provide essential information to the reviewers’ evaluation of organizational support for the trainee to participate on the service or team. These letters are also evaluated closely to assess sustainability of the service.

International applicants must also provide:

1. Evidence of English proficiency (TOEFL results) or International English Language Testing System (IELTS) for individuals in countries where English is not the first language;

TOEFL Score Scale		IELTS	
Reading	High (22-30)	Band 7	Good User
Listening	High (22-30)	Band 8	Very Good User
Speaking	Good (26-30)	Band 9	Expert User
Writing	Good (24-30)		

Exceptions:

- United States citizens living outside of the U.S. do not need to submit English proficiency test results or visa information.
 - International applicants who graduated from a U.S. university do not need to submit English proficiency results or accreditation information.
 - Participants from English-speaking countries do not need to submit English proficiency test results.
2. If the United States requires that you obtain a visa for entry into the United States, a copy of an existing visa to travel to the U.S. to study or a detailed timeline indicating your ability to obtain a visa to participate in a 1-2 week education program in the United States; (For additional information, please see the following information on a B1 Visa: <http://www.uscis.gov/working-united-states/temporary-visitors-business/b-1-temporary-business-visitor>)
 - a. Final Visa documentation must be provided a minimum of six (6) weeks prior to onsite training.
 3. A copy of your school/college of pharmacy diploma; and
 4. Documentation from your college or school of pharmacy that it is an accredited institution.

Selection Criteria

All applications will be reviewed by a panel appointed by the ASHP Foundation Board of Directors. The following criteria will be used to review and score applications:

Criteria	Points Possible
Academic Preparation	5
Practice and Academic Experience	5
Training Expectations (Along with applicant responses to related application questions, the applicant’s cover letter will be used to score under this criterion).	40
Organizational Support for Applicant to Participate in the Traineeship and Service/Program Establishment or Enhancement (Along with applicant responses to related application questions, the director of pharmacy or practice equivalent)	25
Service Viability (Along with applicant responses to related application questions, letters from the Director of Pharmacy or Practice equivalent).	25
TOTAL	100

Qualifications of the Applicant

To apply to the traineeship, the applicant must be a graduate of an accredited college or school of pharmacy. The applicant must have completed an accredited PGY1 residency or have 2 years experience in clinical practice. **Current pharmacy residents are not eligible to apply.**

Applicants must have a command of basic knowledge areas as they relate to care of adult ambulatory care patients including pathophysiology, clinical pharmacology and therapeutics, clinical laboratory data interpretation, clinical pharmacokinetics, and medical terminology and abbreviations. In addition, applicants should have experience with writing pharmaceutical care plans, conducting patient interviews and delivering educational programs to other members of the health care team.

Upon acceptance into the program, the participant will be asked to provide evidence of HIPAA training and current vaccination status. The following vaccine-related information is required:

- Measles-documentation of administration of TWO measles vaccine doses in your lifetime or one dose if administered after 1980. If first measles vaccination was at 15 months of age or younger, it does not count toward the two lifetime doses.
- Rubella-proof of immunity to rubella, positive serology for rubella antibodies (copy of lab slip), or documentation of administration of rubella vaccine.
- Varicella-known past history of disease. A stated history is acceptable, or if there is no known history of disease: serology documenting absence or presence of antibody to VZ is required (copy of lab slip).
- Tuberculosis-evidence of negative PPD skin test results within the last 12 months or a tuberculosis screening questionnaire completed within the last 12 months. If the participant is PPD Positive, evidence of a chest x-ray within the last 12 months must be provided (symptom interview).
- Tetanus-documentation of administration of a tetanus vaccine within the last ten years.
- Hepatitis B-documentation of administration of the entire hepatitis B vaccine series and the booster dose if required.

Additional Requirements:

- Participant(s) selected for the experiential program are responsible for transportation and lodging;
- In addition, some sites may require that participants complete a criminal background check before arrival at the site.

Qualifications of the Applicant's Healthcare Organization

All of the following are required for qualification of the participant's current healthcare organization with documentation provided in the application process:

- The applicant's employer must be a health-care organization with resources for the provision of care for patients in ambulatory care settings.
- The director of pharmacy confirms support for the applicant's participation, departmental commitment to the applicant's participation on the medical home team and an institutional commitment to payment of the program tuition.