



Practice Advancement Initiative State Affiliate Workshops

APPLICATION INSTRUCTIONS

**Administered by the
ASHP Foundation**

This program is made possible by the Henri R. Manasse, Jr. Legacy Fund.

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Program Description

The ASHP Research and Education Foundation (ASHP Foundation) is offering an ASHP State Affiliate-based program to support leadership workshops that aim to advance patient care and pharmacy practice through transformation of pharmacy practice models. Through this program, the ASHP Foundation will provide an honorarium and travel support for a pharmacist expert who will lead the workshop discussions. Following the workshop, the ASHP Foundation will provide a \$2,000 seed grant to the state affiliate to support practice model-focused programs.

The proposed model-focused projects must be aligned with:

- The vision, mission and strategic priorities of the ASHP Foundation;
- The set of assumptions, beliefs and recommendations for advancing pharmacy practice from the November 2010 ASHP/ASHP Foundation Pharmacy Practice Model Initiative (PPMI) Summit or the recommendations from the March 2014 ASHP Ambulatory PPMI Conference and Summit.

ASHP Foundation

Vision

As the philanthropic arm of ASHP, our vision is that: Patient outcomes improve because of the leadership and clinical skills of pharmacists, as vital members of the health care team, accountable for safe and effective medication use.

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.

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. Create demand for new models of pharmacy practice that leverage the expertise and unique abilities of pharmacists.
3. Drive the advancement of the technical, human and leadership competencies of pharmacists and pharmacy staff in complex and rapidly changing organizations

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 key priorities through provision of awards, research

grants, educational programs, and practice tools. The ASHP Foundation has a long track record of administering research grants, education and practitioner recognition programs that use stringent external review processes to select program recipients and participants.

Eligibility

- Applications to this program will be accepted from ASHP State Affiliates only.
- The proposed leadership workshop must focus on developing state affiliate-based programs that aim to advance patient care and pharmacy practice through transformation of pharmacy practice models.
- The Practice Advancement Initiative [State Affiliate Tool Kit](#) should be used to guide workshop discussions.
- In developing programs, applicants must include a state-wide plan or outline that aims to increase use of the [Hospital Self-Assessment Tool](#) or the [Ambulatory Care Self-Assessment Tool](#) to achieve a target state-wide completion rate of 50% or greater.
- Members of the ASHP and ASHP Foundation boards of directors as well as ASHP and ASHP Foundation staff are not eligible to serve as applicants to this grant program.

Funding Information

The ASHP Foundation will provide honoraria and travel support for pharmacist experts to lead twenty (20) ASHP State Affiliate-based leadership workshops. Travel costs and consultant fees will be paid directly by the ASHP Foundation. In addition, \$2,000 grants will be provided directly to state affiliates to develop additional programs to advance patient care and pharmacy practice through transformation of pharmacy practice models.

Grants will be awarded to provide funding for specific programs related to advancing pharmacy practice models and are not intended for long-term support of state affiliates. Facilities and administrative costs or indirect costs are not allowed.

Funds may not be applied to:

- Ongoing general operating expenses and/or existing deficits;
- Purchase of permanent equipment, facilities, or software, or other capital costs;
- Endowment contributions; and
- Stipends or loans.

Grant Recipient Responsibilities

- The workshop and the subsequent state affiliate programming must be completed within one (1) year of disbursement of the grant.
- Within 90 days of workshop completion, the grantees must submit an Interim Report to the ASHP Foundation. This report must include:
 - Workshop date and location;
 - List of workshop participants;
 - Summary of the workshop outcomes; and
 - Description of programs that the state affiliate will offer to advance the Pharmacy Practice Advancement.
- Within 90 days of completion of the program, the grantees must submit a Final Report that details program accomplishments. The program accomplishments component of the report must summarize the activities that have been implemented to advance pharmacy practice in the state as a result of the workshop and include the number and percentage of hospitals completing the HSA.
- Within 90 days of completion of the program, the grantees must submit a Final Financial Report that must include a complete accounting of the expenditure of ASHP Foundation funds related to the program offering.
- Any unused funds greater than \$100 must be returned to the ASHP Foundation by the grantees.
- If, for any reason, the grantee does not provide the program, the state affiliate must inform the ASHP Foundation in writing within 30 days of program termination and return any unused funds to the ASHP Foundation as described above.
- If presentation of the results of the workshop or the subsequent program is made at a national pharmacy meeting, the ASHP retains the right of first refusal for presentation(s) that emanate from this program.
- If the program results are submitted to a national or international pharmacy journal for publication, the *American Journal of Health-System Pharmacy* retains the right of first refusal for publication. This does not apply to affiliate publications.
- A reprint of all articles that emanate from this program should be submitted to the ASHP Foundation.

- All presentations, publications, and other communications regarding this program must include the following acknowledgement: “This program was funded by a grant from the ASHP Foundation.”
- By accepting this seed grant, the grantee will undertake all reasonable efforts to complete the work and take responsibility for fulfilling the terms described within the grant letter.

Selection Criteria

Applications for the grant will be evaluated using the selection criteria listed below to assess the impact of the proposed state affiliate workshop and Practice Advancement Initiative (PAI) dissemination activities.

Impact	Score	Descriptor	Additional Guidance on Strengths/Weaknesses
High	1	Exceptional	Exceptionally strong with no weaknesses
	2	Outstanding	Outstanding
	3	Excellent	Very strong with only some minor weaknesses
Medium	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but also some moderate weaknesses
Low	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses
<p>Minor Weakness: An easily addressable weakness that does not substantially lessen impact. Moderate Weakness: A weakness that lessens impact. Major Weakness: A weakness that severely limits impact.</p>			

Applicant Statements

Applicant statements will be evaluated using the following criteria:

Applicant Statement #1

- How many Practice Advancement Initiative (PAI) -related activities are listed? Are examples given to indicate the strength of the activities?
- Are the activities listed clearly practice advancement-related?
- Have the activities been fulfilled or are they still being conducted?

Applicant Statement #2

- Are the listed challenges clearly defined?
- Are possible solutions given for the challenges?
- Does the applicant connect how the State Affiliate Workshop would possibly contribute to solutions?

Applicant Statement #3

- Did the applicant provide a brief outline of a proposed agenda for the workshop activity?
- Are detailed descriptions of the proposed activities provided or are they solely listed out?
- Does the applicant discuss how provided practice advancement-related activities to members will assist in engaging affiliates in the PAI?

Applicant Statement #4

- Are the areas of weakness listed along with how the pharmacist expert support may help implement the PAI in the state?
- Have these areas been previously examined and a plan of action implemented? Or are the areas dependent upon outside support provided by the pharmacist expert?
- Did the applicant provide a brief description of how the organization will conduct an evaluation of the given pharmacist expert's support?

Applicant Statement #5

- Has the applicant supplied a clear statement of objectives and anticipated outcomes?
- Did the applicant describe the degree to which the workshop will effectively engage the organization?

Application Submission

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Applications will be accepted on an ongoing basis. Applications will be accepted by ASHP Affiliate Relations through the survey available by clicking on the [Application Survey Link](http://ashp.az1.qualtrics.com/SE/?SID=SV_5tAwfGHWIfQrsN) or copy/paste the path into your browser: http://ashp.az1.qualtrics.com/SE/?SID=SV_5tAwfGHWIfQrsN