



**ASHP Foundation**

# *Visiting Leaders Program*

## **Host Guideline**

**Administered by the ASHP Foundation**

© Copyright 2017-2018  
ASHP Foundation  
All rights reserved

# Introduction

---

## ASHP Foundation

### 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. We will accomplish this by:

- Sponsoring high-impact practice research leading to advances in patient outcomes.
- Educating and developing pharmacists and pharmacy staff as leaders and clinicians.
- Providing funding and programs that optimize the medication-use system and advance the direct and accountable patient care role of pharmacists.
- Encouraging innovation and adoption of best practices and new patient safety and quality initiatives.
- Providing recognition and support to diffuse best practices in research, education and practice.

Establishing partnerships, collaborations and strategic alliances to inform our mission and advance common goals.

## Program Description

---

The Visiting Leaders Program is designed specifically for pharmacy residents as a highly valued opportunity for interactive leadership skill building on a personal basis with a prominent health-system leader. The program brings a distinguished health-system pharmacy leader to the residents' institution for up to a 2-day period to explore leadership topics matching the residents' specific leadership interests. A full description of the program is found on the [ASHP Foundation website](#).

Residents can expect this program to challenge them to lead, develop a career plan, and learn how to be successful in today's complex pharmacy and health care environment.

The Visiting Leaders Program brings a visiting leader to engage with twenty-five or more residents from the local area, providing them with a personal connection to a noted health-system leader.

The objectives of the Visiting Leaders Program are as follows:

- 1) For pharmacy residents to engage with established health system pharmacy leaders;
- 2) To inspire and challenge residents to become better leaders;
- 3) To discuss strategies for leadership development with the RPDs and preceptors;
- 4) To discuss with the pharmacy leadership team their practice issues/challenges; and
- 5) To discuss opportunities/future plans for residency program enhancement.

Travel and local expenses for the visiting leader (VL) are supported by the ASHP Foundation. As the host institution, you are responsible for assisting the visiting leader with logistical needs, such as hotel, transportation, etc. The host institution is also responsible for any local expenses incurred by the residents and related to the visit, i.e., lunch and/or dinner for residents.

## Getting Started

---

Please review the list of visiting leaders on the [webpage](#) for the latest list of leaders and their respective bio.

### Sample Agenda

This sample agenda is only a suggestion. Please finalize your agenda based on a discussion with your Visiting Leader and the interests of your residents. It is the responsibility of the Residency Program Director to be heavily engaged and oversee the agenda to optimize the resident experience and to ensure that preceptors also benefit from the visit. We highly encourage involvement of Senior Leadership during the planning process and request that they be available for the planning call with the Visiting Leader.

#### Arrival of VL

4-6 PM	<ul style="list-style-type: none"> <li>• Arrival at Airport</li> <li>• Transport to hotel</li> <li>• Time for refreshment</li> </ul>
6-8 PM	<p><b>Dinner with Pharmacy and Residency Leadership (Restaurant TBD)</b></p> <p>Names of Invited Guests (exact attendees to be confirmed)</p>

#### Day 1

8:00 to 9:00 AM	<b>Meeting with Department Leadership</b>
9:00 to 10:00 AM	<b>Meeting with Preceptors and RPDs</b>
10:00-10:15	<b>Break</b>
10:15 to 10:30 AM	<b>Welcome; Introductions</b>
10:30-11:30 AM	<b>Keynote Address - Leadership</b> <b>VISITING LEADER NAME</b>
11:30 to 12:45 PM	<b>Break and Lunch</b>
12:45 to 1:45 PM	<b>Residents Breakout Session</b> <ul style="list-style-type: none"> <li>• Residents breakout into small groups to discuss key issues/topics from Keynote Address</li> <li>• Visiting Leader to lead report-out session from the residents' group discussions</li> </ul>
1:45 to 2:00 PM	<b>Break; visiting residency programs depart</b>
2:00 to 5:00 PM	<b>Meet with Host Institution's residents either individually or in small groups</b> <ul style="list-style-type: none"> <li>• Approximately 30 minute counseling sessions</li> </ul>
5:00 to 6:30 PM	<b>Return to hotel for refreshment</b>
6:30 to 8:30 PM	<b>Dinner (Restaurant to be determined)</b> Invited Guests: Host PGY1 and PGY2 residents and preceptors

## Day 2

8:00 to 9:00 AM	<b>Meeting with Host Institution's Residency Program Directors</b>
9:00 to 10:00 AM	<b>Meeting with Host Institution's Residency Advisory Committee</b>
10:00 to 10:30 AM	<b>Meeting with Host Institution's Senior Administration as appropriate</b>
10:30 to 10:45 AM	<b>Break</b>
10:45 to 12:00 PM	<b>Tour of facility with Pharmacy Leadership and Residents</b>
12:00 to 1:00 PM	<b>Lunch</b>
1:00 PM	<b>Departure; transport to Airport</b>

## **Evaluation Survey**

Concluding the Visiting Leader event, the ASHP Foundation will distribute a brief survey to the participants (residents, RPDs, etc.) for evaluation and feedback from their experience.

## **Interaction with Visiting Leader**

---

Before beginning site preparations, you will need to touch base with your assigned Visiting Leader through the contact information provided by the ASHP Foundation. Items you will want to address when speaking with the Visiting Leader are:

- Exchange contact information
- Consider organizing a planning committee to be in charge of the visit if appropriate involving residents as a leadership learning experience
- Schedule conference calls as needed to discuss site visit topic(s)
- How many total residents will be in attendance?
- Suggest local hotel accommodations close to Host Institution to VL
- Discuss ground transportation (how will VL get around?)

## **Pre-Visit Planning**

After you have spoken to your Visiting Leader and prior to his/her arrival, you will want the following steps:

- Invite additional residency programs to host site if you have not already
- Provide additional attendees such as preceptor or managers that you expect to attend
- Finalize topic(s) to be discussed
- Develop the agenda
- Plan for contingencies (VL arrives late/departs early)
- Decide how the VL will be introduced for the presentation
- Create a script to share with the VL
  - Evaluate the opportunity to reach out to C-Suite
  - Determine preceptor'(s) involvement
  - Invitation to Pharmacy Dean (if applicable)
  - Identify facilitators for interactive group sessions if needed per discussion with the VL
- Collect bio and slide handouts from VL to share with residents

- Confirm how photographs of visit will be taken

### **Post-Visit**

After the site's successful meeting with the VL, there are a few post-items to be wrapped up:

- Provide the ASHP Foundation with list of all participants: RPDs, DOPs, Residents, etc. including email addresses
- Send photographs taken with share permission for ASHP Foundation communications (please include captions and person-identification for individual photos taken with VL)
- Complete the host site evaluation survey and encourage residents to complete the resident evaluation survey (each survey will be sent by ASHP Foundation)