



**ASHP Foundation**

# *Visiting Leaders Program*

## **Host Guideline**

**Administered by the ASHP Foundation**

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# Introduction

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## 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

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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](#).

The goal of the Visiting Leader Program is two fold; 1. to expose all the residents and Residency Program Directors in the local/regional area to the Visiting Leader through the Key Note Address and breakout discussion groups and 2. to provide the host's residents individual (or in small groups) time with the Visiting Leader per career-life guidance.

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 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 preceptor/leadership team;
- 4) To discuss with the leadership team their practice issues; 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 (*feel free to customize per your needs*)

This sample agenda is only a suggestion. Please finalize your agenda based on your Visiting Leader’s schedule and the interests of your residents.

#### 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 9:15 AM	<b>Break</b>
9:15 to 9:30 AM	<b>Welcome; Introductions</b>
9:30 to 11:45 PM	<p><b>Keynote Address-Leadership- (Invite all local/regional residents and RPDs)</b></p> <p><b>VISITING LEADER NAME</b></p> <p><b>(15 minute mid-session break)</b></p>
11:45 to 12:45 PM	<b>Lunch</b>
12:45 to 1:45 PM	<p><b>Residents Breakout Session (Include those that attended the Keynote Address)</b></p> <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	<p><b>Meet with residents</b></p> <ul style="list-style-type: none"> <li>• 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	<p><b>Dinner</b></p> <p><b>(Restaurant to be determined)</b></p> <p>Invited Guests: Host PGY1 and PGY2 residents and preceptors</p>

#### Day 2

8:00 to 8:30 AM	<b>Meeting with Residency Program Director</b>
8:30 to 9:00 AM	<b>Meeting with Critical Care Residency Program Director</b>
9:00 to 10:00 AM	<b>Meeting with Academic Advisory Committee</b>
10:00 to 10:30 AM	<b>Meeting with Senior Vice President and Chief Academic Officer</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

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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 and schedule conference calls if needed with VL
- How many total residents will be in attendance?
- Suggest local hotel accommodations 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 to prepare through the following steps:

- Invite additional residency programs to host site if you have not already
- Provide demographic information on residents to VL and ASHP Foundation
- Finalize topic(s) to be discussed
- Develop the agenda
- 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 such as a meeting with the VL or invite to the Keynote Address
  - Determine preceptor'(s) involvement (include a preceptor development session with VL if appropriate)
  - Invitation to Pharmacy Dean (if applicable)
  - Identify facilitators along with the VL for interactive group sessions
- 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 including email addresses: RPDs, DOPs, Residents, etc.
- Send photographs taken with share permission (explain) 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)