



Visiting Leaders Program

Host Guideline

Administered by the ASHP Foundation

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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 to explore leadership topics matching the residents' specific leadership interests. 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 residents from a specific residency program or within the local area, providing them with a personal connection to a noted health-system leader. Smaller residency programs are encouraged to invite residents from other sites to also participate in the visit, which increases the program's chances of receiving a visit. *Note: It is not the intent of the program for the visiting leader to be the keynote speaker of an ancillary meeting or conference.

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.

Due to the ongoing COVID19 pandemic, visits scheduled before December 31, 2020 will be one-day virtual-only visits. The ASHP Foundation team will continue to monitor things as they evolve and we'll make a decision regarding virtual-only vs. in-person visits that fall in 2021 at a later date. The application asks you to provide three (3) different sets of dates for a potential visit and you can provide dates for Fall and Spring. Please keep in mind that in-person visits are two days, so the dates provided between January and May 2021 should be for 2 days just in case.

Virtual Visits:

1. The site must have a platform to host virtual meetings and will be responsible for coordinating (set-up, testing, navigation and troubleshooting) and hosting the visit on that platform.
2. There must be a designated facilitator present during the visit to ensure a smooth flow to the session(s).
3. Each site will work directly with the leader to determine the best set-up for the visit given the number of residents and preceptors involved.

Onsite Visits: 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

Sample Agenda

Please [click the link to view](#) a sample onsite and virtual agenda. These sample agendas are only meant to act as suggestions. 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.

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 (*onsite visit only*)
- Discuss ground transportation (*onsite visit only*)

Pre-Visit Planning

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

- Invite additional residency programs to host site or visit 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—*onsite visits*; technical issues—*virtual visits*)
- 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)
- 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.