

Illinois Council of Health System Pharmacists (ICHP) Guide to Establishing and Maintaining a Student Chapter

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Purpose of this Guide

- To explain the relationship of ICHP to ASHP
- To assist students in starting a new ICHP student chapter at their college
- To review responsibilities of new student chapters and their leaders to ICHP
- To provide information on ICHP programs or initiatives for established chapters
- To provide contact information for assistance

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Illinois Council of Health-System Pharmacists (IHP)

- State chapter of American Society of Health-System Pharmacists (ASHP) national organization
- Mission statement: “Advancing excellence in Pharmacy”
- Comprised of seven local affiliates, which are local groups of pharmacists and related personnel

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IHP Local Affiliates and Regions

- Northern Region
 - Northern Illinois Society (NISHP)
 - Rock Valley Society (RVSHS)
- Central Region
 - Sangamiss Society (SSHSP)
 - Sugar Creek Society (SCSHS)
 - West Central Society (WCSHP)
- Southern Region
 - Metro East Society (MESHP)
 - Southern Illinois Society (SISHP)

Each Region has a Regional Director and each affiliate has a President (if elected). All affiliate members are also members of IHP

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Relationship of State and National Organizations for Health System Pharmacists



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ICHP Student Chapters

- Student members of ICHP are classified as associate members
- Student members are organized by college chapter of the parent organization
- Current student chapters exist for:
 - Chicago State University
 - Midwestern University
 - Roosevelt University
 - Rosalind Franklin University
 - Southern Illinois University
 - University of Illinois (UIC) & UIC-Rockford

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Steps to Take to Establish a New Student Chapter

- Contact the Dean of your college
- Colleges have a process for internal approval & recognition of student organizations, requirements are:
 1. Submit an application
 2. Draft a set of bylaws (see Model Student Chapter Bylaws on ICHP student chapter page)
 3. Provide documentation that sufficient student interest exists to create a new organization

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Steps to Take to Establish a New Student Chapter

- Refer to the ICHP website
 - Sample templates are available for a governing document
- After your college has approved a new student chapter, contact ICHP. ICHP must approve both the proposed bylaws and new student chapter

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Post-College & ICHP Approval

- Students must complete a membership application available on the ICHP website
- ICHP Bucks can be used to decrease costs of ICHP meeting registration fees or annual dues (for more information on ICHP Bucks, see this Guide's attachments)
- Individual chapters receive a portion of students' annual membership fees

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The Student Chapter Membership Drive

- The chapter will need a core number of active members to complete its goals and objectives
- The chapter should recruit members by providing information to students on Student Member Services

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Student Member Services

- Networking and mentoring opportunities
- Leadership development opportunities
- Programming and discounts to ICHP statewide meetings
- Participation in annual Residency Showcase, ICHP Committees and Divisions
- Eligibility for ICHP annual awards
- For more student opportunities for involvement, see the attachment in this Guide.

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Annual ICHP Student Scholarship Award

- ICHP recognizes a student who has been active in his or her student chapter and who:
 - Is in their next to last professional year
 - Active in professional organizations and demonstrate high degree of character and leadership
 - Has a minimum B overall grade point average
 - Has a history of employment or strong interest in a hospital or health-system
 - Is an Illinois resident or Illinois high school graduate
 - Is a student member of ICHP

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Annual ICHP Student Chapter Award

- ICHP sponsors an annual award that recognizes a student chapter which has distinguished itself by promoting the mission of ICHP
- Award criteria include:
 - Documentation of the chapter's participation in ICHP activities throughout the year
 - An essay that describes the chapter's focus for the past year on ICHP values

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Responsibilities of Established ICHP Student Chapters

- Keep members engaged and active in ICHP
- ICHP conducts 5 major events each year:
 - Summer: Student Leadership Retreat
 - Fall: Annual Meeting, which includes a residency showcase
 - Late Fall: Board of Directors Leadership Retreat
 - Spring: Legislative Day
 - Spring: Spring Meeting, which includes a poster session

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Responsibilities of Established ICHP Student Chapters

- Encourage members to attend events of the national organization, the American Society of Health-System Pharmacists (ASHP):
 - December: ASHP Midyear Clinical Meeting
 - June: ASHP Summer Meeting
 - Participation in ASHP Student Forum and it's Executive Committee

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Responsibilities of Established Student Chapters

- Opportunity to organize a community service activity each year
- For more information on the ICHP Community Service opportunities, see the Community Service page on the ICHP website

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Responsibilities of Established Student Chapters

- Organize your college Clinical Skills Competition (CSC) and send a team to the national competition at the ASHP Midyear Clinical Meeting (MCM) in December
- The CSC is an interactive, team-based analysis of clinical scenarios for hospital/health-system pharmacists
- The CSC enhances the skills of pharmacy students to provide collaborative practice with physicians
- Each local winning team member receives complimentary registration by ASHP for the ASHP MCM, which is a \$355 value; and \$250 per person for each college's winning team by ICHP
- For more information about the CSC, see the attachment in this Guide.

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Additional Opportunities for Members in ICHP Student Chapters

- Development of writing skills
 - Student and faculty teams can prepare short reports or manuscripts for *KeePosted*, the ICHP journal
 - Students are responsible for updating their own page on the ICHP website
- Understanding of committee structures and decision making
 - Students can serve on various ICHP standing divisions and committees
 - Students may attend as observers at ICHP Board of Directors meetings
- Enhancement of clinical knowledge and skills
 - The educational programs of the local affiliate societies and ICHP are excellent ways to build your knowledge and skills.

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ICHP Contact Information

- ICHP Office, 4055 N. Perryville Road, Loves Park, IL 61111
- Scott Meyers, Executive Vice President, ICHP
 - Phone: 815-227-9292
 - Email: scottm@ichpnet.org
- Trish Wegner, Vice President, Professional Services, ICHP
 - Phone: 815-227-9292
 - Email: trishw@ichpnet.org

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Additional Resources

- Contact Dean's Office at local colleges of pharmacy to obtain contact information for student chapters
- Online Resources:
 - ICHP website: www.ichpnet.org
 - ASHP website: www.ashp.org

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Source Documents and Toolbox Attachments

- Refer to the ICHP website at:
 - www.ichpnet.org
 - Pull down and print off the documents referred to in this Guide by referencing the webpages flagged for “Students”