

Appendix 1: Sponsor project forms

PHARM 7340 Leadership and Management for Pharmacists Mini-Project Ideas Submission Guide

The Leadership and Management for Pharmacists course will be taught to 3rd year pharmacy students and focus on essential leadership and practice management skills for pharmacists across multiple practice settings. Topics will include personal development, fostering self-awareness, leading successful teams and managing people in diverse pharmacy practices. To demonstrate the ability to apply these skills, students will work in teams of 5-6 students to complete a project over the course of the semester. Elements of the project may include:

- Practice management
- Practice/service development
- Patient safety
- Continuous quality improvement
- Operations including finances, personnel, marketing, etc.
- Literature review and summary
- Data analysis

Each team will be expected to submit a project report and give a presentation to their classmates. No actual implementation will occur, per se, but the project may serve as a blueprint for sponsoring organizations to implement at a later date.

Guidance on Project Development

- The goal of the project is to create something authentic, meaningful, immediate and translatable for the students in your practice area
- Projects must be achievable during outside-of-class time over the course of 2-3 months (roughly 20-30 hours of work)
- Any data needed for project completion must be currently/easily assessable and provided to the student team by the sponsoring organization
- All desired deliverables/outcomes should be listed in the project description
- Include any special instructions the students will need to complete the project

Expectation of Project Sponsors

- Craft the project description and provide any necessary data or organizational information/context needed
- Attend the “project kick-off” class session (date is a Monday in mid June or early July) and provide the team with a vision for project
- Provide ongoing communication, support & feedback via in-person, phone/video or electronic means (roughly every 3-4 weeks) including feedback on final deliverables
- Attend the project presentation at the end of the semester (optional)

Required Submission Information

Project Title:

Primary Sponsor:

Secondary Sponsor(s) (if applicable):

Sponsor Organization/Practice Site(s) and Contact Information:

Project Description (please provide as much detail as possible):

- **Overall goal:**
- **Rationale (why is this important?):**
- **Deliverables (all products/results desired by the end of the project – please be specific):**

Describe the data sources available (if applicable):

Describe the role of the student team:

Note: The course director, will work with project preceptors to ensure each projects fits the goals and objectives of the course as well as the submitting institution.