

## **Annual Chapter Report Outline**

Please complete your Annual Chapter Report and submit to the National Office by May 15.

**Date of report submission:** 2018-05-15

**Name of School/College:** University of Mississippi School of Pharmacy

**Chapter Name & region:** Chi Chapter, Region III, South

**Delegate who attended the Rho Chi Annual Meeting:** Kelsey Raymer

**Date Delegate's name submitted:** 2018-01-16

Past year's officers and e-mail addresses

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First Name

Rachel

Last Name

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Historian

First Name

Morgan

Last Name

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New officers and e-mail addresses for next academic year

(If not yet elected, please indicate date of anticipated election and report names within one week of election)

2018-04-26

New officers and e-mail addresses

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Last Name

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Chapter advisor's name and e-mail address

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**Chapter advisor's name and e-mail address**

[chapter-advisors]

**Introduction**

Our split campus (the third professional year, which begins immediately after a Rho Chi member's initiation, occurs on a different campus than the first two professional years) has historically made it challenging to plan and execute chapter activities. However, our chapter continues to participate in activities aimed at supporting the Rho Chi mission. This is due to having a group of officers each year who have been committed to maintaining an active chapter. Increased activity is also likely due to an increased number of officers being fourth-year pharmacy students (students conducting their Advanced Pharmacy Practice Experiences (APPEs)). Our fourth-year students traditionally have more time to devote to the Rho Chi activities than officers who are in their third professional year. We applaud and support the initiative being taken by all of our officers. Our 2017-2018 Chapter Report highlights current activities being conducted by our chapter and outlines our plans for this coming year.

**Meetings** Please provide information on meetings held in the following tabular format

Date	Attendance	Agenda	Action Steps
2018-04-24	60 attended, including current pharmacy student members and officers, advisors, and some graduate student members	Nominations of candidates for 2018-2019 offices; discussion of chapter activities for the 2018-2019 academic year	Chapter members discussed proposed activities to conduct during the 2018-2019 academic year; the chapter advisors committed to working with these officers in the planning of these activities this summer and this coming academic year; outgoing chapter president will email 2018-2019 election ballot to Rho Chi members.

**Strategic Planning:** What goals were set that relate to the Rho Chi mission?

We plan to continue our Treatment Plan Review Program during the 2018-2019 academic year. We have offered this program for ten years. We also plan to continue our Custodial Staff Appreciation Program during the 2018-2019 academic year. We have offered this program in the past, but were unable to offer the program this spring due to the late scheduling of our annual chapter meeting. In October 2017, our chapter hosted and sponsored Rho Chi Research Day for the fifth time. It is our plan to continue this event during the upcoming academic year. More

detailed descriptions of these programs are provided in the “Activities” section, below. The chapter plans to make improvements to these programs as outlined in the “Evaluation/Reflection” section below. In addition to making improvements to current projects, our incoming officers are planning to enhance our chapter’s involvement in other ways such as conducting an abstract writing and poster preparation session, adding PY2 students to the treatment plan review, holding a cover letter writing workshop, pairing students interested in research with faculty members, having a program to help with the transition from the PY1 year to the PY2 year, and conducting more community service.

## **Activities**

### **Treatment Plan Review Program**

Rho Chi members in their fourth professional year provided treatment plan reviews for third-year students as a continuation of a project that began during the 2007-2008 academic year. This program is offered to third-year pharmacy students because the environment and style of learning is quite different from the first two professional years of pharmacy school; many students have a difficult time adjusting. The program consists of allowing third-year students to contact Rho Chi members in their fourth year to proofread and provide feedback on weekly treatment plans. This program, as structured, allows for the review of students’ first two treatment plan submissions during the first two weeks of the school year. Thus, this program facilitates students’ transition to the treatment plan writing process.

At the start of the 2017-2018 academic year, our Chapter President, Rachel Jenkins, contacted Rho Chi members in their fourth professional year via email to encourage them to volunteer as treatment plan reviewers. The officers, with guidance from Chapter advisors and other faculty, provided review guidelines to the treatment plan reviewers. In the guidelines, it was emphasized that reviewers provide general feedback only, and not tell the student exactly what to do (e.g., recommend a specific drug). Specific guidelines were developed for each section of the treatment plan (goals, previous therapy, new drug therapy, rationale, therapeutic monitoring, adverse event monitoring, patient counseling, nonpharmacologic treatment, and references). This year, like in years past, feedback included suggestions such as, “How will you monitor for these adverse effects?” “How often should monitoring occur?” “More primary literature is recommended,” and “more recent primary literature is recommended.” Additionally, treatment plan reviewers were trained in the use of the online evaluation tool that they would be using to provide feedback to third-year students.

During the third-year orientation at the beginning of the 2017-2018 academic year, Chapter President, Rachel Jenkins, made an announcement to third-year students about the treatment plan review. She also sent reminder emails to third-year students during the two weeks of the program. It was noted that the program is intended to help third-year pharmacy students get acquainted with the treatment plan writing process. The disclaimer also noted that it cannot be guaranteed that all students will get the same feedback due to multiple reviewers and that there are restrictions on what reviewers can recommend. It was noted in the disclaimer that grade improvement is not guaranteed upon submission of their treatment plans to faculty as Rho Chi members are not aware of faculty members’ specific grading parameters. The disclaimer also established deadlines for third-year students to submit their treatment plans to the Rho Chi

members, so that submissions would not be made at the last minute. Third-year students could submit their treatment plans online to the review program the day before they were due to faculty. Each Rho Chi volunteer received an email when a plan was ready for review.

A secured online interface (the same interface that is used by faculty who ultimately grade the treatment plans) was used to facilitate treatment plan reviews. This allows documentation of Rho Chi members' recommendations to students to be accessed by the faculty if requested. Thus, every effort has been made by the Rho Chi officers and advisors to assure that this treatment plan review program is appropriately conducted and is in compliance with the School's Conduct Code.

There were 64 treatment plans reviewed the first week of the 2017-2018 academic year, and 48 treatment plans submitted the second week (the second week drop-off is typical, as the PY3s get more comfortable with the process). This is an increase from 55 treatment plans reviewed the first week of the 2016-2017 academic year, and 29 submitted the second week of the 2016-2017 academic year. Reflections, feedback and impressions of the program are provided in the "Evaluation/Reflection" section, below.

#### Rho Chi Research Day

Our chapter hosted and sponsored Rho Chi Research Day on October 19, 2017. This was the fifth year that the chapter has organized this activity. Rho Chi Research Day is an opportunity for student pharmacists to present research work that they are conducting while enrolled in the School of Pharmacy. Our Chapter was involved in the planning, organization and sponsorship of the event. All students in the School of Pharmacy were invited to submit research that came from their Honors Thesis or other research. A call for abstracts was made on September 5, 2017. The call for abstracts included a student poster presentation submission form, and guidelines for creating a poster. Fourteen abstracts were submitted and accepted.

Three poster judges were identified by the chapter to score the posters. These judges represented the basic, clinical and social and administrative sciences. A poster judging form from the Mississippi Society of Health-System Pharmacists (MSHP) was adapted for our use. The judges identified the following winners:

1st place: Yujing Zhang

"Intravenous solution wastage in hospital pharmacy at Baptist Memorial Hospital-North Mississippi (Oxford)"

2nd place: Jordan Smith

"Public perceptions of naloxone use in the outpatient setting"

3rd place: Claire Vickers

"Geographic variability in antibacterial chemical defenses among branching morphotypes of Caribbean *Aplysina*"

The Rho Chi Chapter provided awards of \$50 for first place, \$25 for second place, and \$10 for the third place winner (costs covered by advisor donation). Certificates were also provided to the

winners. One of the advisors sponsored snacks and drinks for the event. Chapter funds covered the cost of poster board rental. We are thankful to the Rho Chi Chapter advisors, officers, and members for their assistance in planning, organizing, running, and judging for the event. We look forward to hosting this program again next year. Reflections, feedback and impressions of the program are provided in the “Evaluation/Reflection” section, below.

## **Financial Budgeting**

The treasurer and advisors meet each year to determine chapter expenses and review past expenditures. Primary expenses this year included national society dues, membership certificates, and jewelry for new initiates. Funds for these expenses (\$65 per initiate) are collected directly from the new initiates, in addition to \$12.50 to cover the cost of honor cords ordered for each initiate on the rhochi.org website and \$15 local chapter dues, for a total initiation cost of \$92.50 charged to new initiates. Historically, we have charged \$5 local chapter dues upon initiation, and \$5 each year until graduation (total of 3 years of local dues). While we capture a good part of our local dues annually, we are becoming increasingly aware that it is difficult to capture dues from PY3 members on our Jackson campus (treasurer is based on Oxford campus) and PY4 members who are on their Advanced Pharmacy Practice Experiences (APPEs). Therefore, this year, we decided to collect all 3 years of local dues (\$15) along with initiation dues. Therefore, we will only collect local dues from our students one time, and not request dues for the remainder of their time at the University of Mississippi.

This year, we were able to secure contributions from various sponsors (CVS Health, Baptist Memorial Health Care, University of Mississippi School of Pharmacy Dean’s Office, John and Sandy Bentley (Rho Chi Faculty Members) and Mike Repka (Rho Chi Faculty Member) to cover the cost of our Initiation Banquet. This allowed the chapter to provide meals at no cost to initiates, guests of honor, and administrators. However, the availability of sponsorship was significantly lesser than in years past. Additionally, we were unable to book our usual location for the banquet which has always been free, and had to book a venue with somewhat of a significant reservation fee. Therefore, we did have to charge \$25 per guest and per member to compensate for meal costs. The Dean’s office covered postage costs related to the banquet. Our budget document is attached.

**Chi Chapter of Rho Chi  
2017-2018 Budget**

ITEM	Amount Debited (\$\$ spent)	Amount Credited (\$\$ raised)	Balance	Comment
<b>Balance forward</b>			\$1803.17	Balance as of 8/21/17
<b>Revenue</b>				
Initiation fees and local dues collected <sup>a,b</sup>		\$3793.00	\$5596.17	42 new members @ \$92.50/member
Local membership dues collected		\$215	\$5811.17	43 members @ \$5/member
Banquet revenue and costs <sup>c</sup>		\$0	\$5811.17	See note below
<b>Expenses</b>				
Initiation fees to National Office	\$2730.00		\$3081.17	42 new members @ \$65/member
Rho Chi Research Day	\$335.25		2745.92	For cost of poster board rental. Prize money and refreshments were donated by a chapter advisor
Honor Cords (from Rhochi.org website) <sup>d</sup>	\$700.00		\$2045.92	56 sets of cords ordered
Paper for Initiation Banquet Programs	\$16.05		\$2029.87	Purchased from Walmart
<b>Final Balance</b>			<b>\$2029.87</b>	



<sup>a</sup>Includes national dues (\$65.00), local dues (\$15), and cost of honor cords from rhochi.org website (\$12.50). One initiate could not pay initiation fee of (\$92.50), and his costs were covered by the chapter.

<sup>b</sup>One student paid \$93.00 in cash for his initiate fees. 50 cents were not available for change. He donated the additional 50 cents. Receipt was issued.

<sup>c</sup>All Banquet costs, with the exception of program paper, were billed to a School of Pharmacy Account. Donations from our sponsors went to this account; *our chapter did not handle any of this money*. We allowed each initiate, Rho Chi and Phi Lambda Sigma, to bring guests at a cost of \$25 each. Additionally, members were charged \$25 each. Our chapter treasurer collected these checks, but they were made payable to the University of Mississippi Foundation, so they did not go into our account. We provided these checks (84 at \$25/extra guest = \$2100) directly to the School of Pharmacy Business Office, who used these checks to reimburse the account used for the Banquet. Thus, we have entered \$0 for Banquet revenue and costs; *even though this was a \$6232.50 event, our chapter never directly processed any money*.

<sup>d</sup>14 additional sets of cords were purchased beyond what was needed for this year's initiates. In recent years, initiates have borrowed their honor cords from the chapter for graduation ceremonies. This process was adopted based on student feedback a few years ago. However, due to the difficulty in distributing honor cords at our graduation ceremony and collecting them afterwards, we decided to provide new initiates (PharmD class of 2019) their honor cords at the initiation banquet last year, making students entirely responsible for their own honor cords at graduation. As for the PharmD classes of 2017 and 2018 who did not receive honor cords at their initiation ceremony because of the borrowing system, honor cords will be provided to them to keep at no cost at the time of graduation until our current stock of cords (that have been lent out to students over the years) has been depleted. New cords were ordered as needed to fill in gaps utilizing chapter funds. Again, students who were initiated into Rho Chi in spring 2018 were charged for their cords along with their initiation fee.

## **Installation Function**

This is the eleventh year we have conducted a joint initiation banquet with Phi Lambda Sigma. In addition to the new initiates and Chapter officers, we invited family members, local Rho Chi and Phi Lambda Sigma members (including emeritus faculty), and school administrators to join us for a meal and the initiation ceremonies. The Banquet was held on Friday, April 6, 2018 in the Gertrude Ford Ballroom at the Inn at Ole Miss on the University campus. Approximately 180 individuals attended. Our chapter initiated 42 new members, including 22 pharmacy students and 19 graduate students, and 1 faculty member. The new initiates, their families and guests, and the other Rho Chi and Phi Lambda Sigma members in attendance from the student body and the faculty were welcomed by our Chapter President, Rachel Jenkins and the Phi Lambda Sigma Chapter President, Kathy Lee Barrack. Comments from the School of Pharmacy were provided by Dean David Allen. Comments from the University were provided by Associate Provost and Rho Chi Member Donna Strum. Their comments included congratulatory remarks and charges to the Rho Chi and Phi Lambda Sigma initiates to be agents of change for the pharmacy profession. We recognized our sponsors (see list in Financial Budgeting Section) in our Banquet program and the chapter presidents also publicly thanked our sponsors during their comments. Ideas and

consideration for future banquets are provided in the Evaluation/Reflection Section, below.

## **Evaluation/Reflection**

### **Treatment Plan Review Program**

Consistent with years past, general feedback from students who utilized the Treatment Plan Review Program was positive. Third-year students expressed appreciation for the feedback that they received. Rho Chi officers felt the program helped build third-year students' confidence in writing a treatment plan, and allowed fourth-year Rho Chi members the opportunity to pass along helpful information they learned in their own experience of writing treatment plans. As noted in our Activities Section, we saw an increase in the number of plans submitted this year. Plans are to continue the PY3 Treatment Plan Review Program due to its consistent success. We are grateful to Chi Chapter Co-Advisor Gary Theilman for advising students on the logistics and technology associated with this program. Incoming officers are proposing to offer the same program to the PY2s who also now write treatment plans.

### **Rho Chi Research Day**

The Rho Chi Research Day was very well-attended and was found to be a very beneficial experience for the student presenters. Having moved this event back to the fall semester after seeing fewer submissions in our spring offering of the Research Day, we had an increase in submissions from eight in Spring 2017 to fourteen in Fall 2017. We attribute this to better student availability in the fall semester and to preceding residency and other interviews with this program. We are thankful to our visitors from the University of Mississippi Office of Research and Sponsored Programs who came to see the posters and support our students. It should also be noted that two students who presented at this year's Rho Chi Research Day went on to have their posters accepted and presented at the American Pharmacists Association Annual Meeting in Nashville in March. We plan to offer this program again in Fall 2018.

### **Initiation Banquet**

Initiates and their families provided positive feedback on this year's initiation banquet. In particular, the venue received a positive response from many this year. While our preference would be to use the same venue next year, the higher cost will need to be considered along with the diminishing availability of corporate sponsorship for many School of Pharmacy functions. Feedback from initiates included having two buffet tables instead of one for serving dinner, and also to place lapel pins in the envelopes along with the certificate to avoid awkwardly dropping the pin. We will work to improve the banquet based on this feedback. Additionally, Phi Lambda Sigma and Rho Chi leadership will continue to reevaluate the combined Initiation Banquet.

### **Other Reflection**

Historically, our chapter has participated in a few community service projects during the academic year such as volunteering to provide a meal at the Ronald McDonald House in Jackson, Mississippi. This year, Rho Chi members faced the difficulty of getting the opportunity to get on the volunteer schedule at places like the Ronald McDonald House and Jackson Free Clinic. Because all of our student Rho Chi members are based on the Medical Center Campus in Jackson, Mississippi, they face competition with medical, nursing, and other students to schedule

volunteer opportunities. This is a great problem for our communities in Mississippi to have! However, our student members still want to find a way to contribute to our communities as well. New officers would like to continue pursuing the above opportunities but will also seek other opportunities such as soup kitchens, etc. We look forward to participating in more community service events in the future.

For several years, our officers have coordinated a Custodial Staff Appreciation Program at the end of the spring semesters. Students on the Oxford and Jackson campuses collect notes, snacks, drinks, and gift cards in designated areas, pack them in pretty packages, and then take the packages to custodial staff who oversee pharmacy buildings on both campuses. This is in appreciation of the work they do throughout the year. This year, because our Annual Chapter Meeting was not scheduled until April 24th, our officer elections were not completed until April 26th, which was close to final exams. The custodial staff are always very grateful and happy to receive their “goody” packages so we definitely want to continue this tradition in the future.

In addition to making improvements to current projects, our incoming officers are planning to enhance our chapter’s involvement in other ways such as conducting an abstract writing and poster preparation session, holding a cover letter writing workshop, pairing students interested in research with faculty members, and having a program to help with the transition from the PY1 year to the PY2 year.

### **Other Information**

We would like to note we have two co-advisors of the Chi Chapter (space was available for listing only one advisor earlier in the report). In addition to John Bentley who serves as a co-advisor on the Oxford campus, Gary Theilman ([gtheilman@umc.edu](mailto:gtheilman@umc.edu)) serves as our co-advisor on the Jackson.