

Pennsylvania Pharmacists Association

Guidance for Involving Students in Pharmacist Continuing Education Sessions

PPA strives to deliver high quality continuing education programs which meet our member's needs for continuous professional development and strive to offer a variety of different levels of knowledge and experience in the presentations that we accept for both conferences and webinars.

PPA also recognizes the importance of providing some opportunities for all of the following:

1. New and younger faculty to build up their CV
2. Residents to gain some teaching/presentation experience
3. Sharing of ideas and real life examples among practicing members

We continuously strive to offer these opportunities while balancing the expectations of those registering and attending the conferences or webinars for professional development. We have received feedback from conference attendees that they would like both more advanced topics and presenters with more experience. PPA must carefully align a variety of program topics, levels of knowledge, and speaker qualifications.

We also recognize the importance of fostering the interests of students who may be interested in pursuing an academic or related career who are desirous of gaining some presentation experience. For those faculty and/or practitioners who would like to have a student assist you in these presentations, we ask that you review and follow these guidelines:

1. We strongly suggest that the student(s) be a P4 and that you have appropriately vetted their knowledge and qualifications, including presentation capabilities.
2. The student(s) role in actual delivery of the presentation must be minimal, a few slides for example, no more than 20% or up to a maximum of 15 minutes regardless of total program length, and if feasible interspersed throughout your presentation. (Our attendees paid to learn from you!) They may also serve to demonstrate certain skills that enhance your presentation, such as blood pressure checks, meter use, etc.
3. We prefer that the amount of the research, content development, and slide preparation you involve them in prior to the presentation matches the time allotment. However, our expectation is that you will carefully review the content for accuracy and that on-site or in the webinar you are the main presenter.
4. PPA must be aware in advance of any intended student actual presentation involvement and the student(s) must also sign a disclosure regarding conflict of interest statement. This should be noted in your submission in response to the Call for Presentations. If the student is simply providing some assistance behind the scenes in your development, this is not necessary.
5. We ask that the title slide include only your name and title as the presenter. A slide after that can appropriately state that you were/are being "assisted by Jim Smith, XYZ School of Pharmacy, PharmD Candidate 2017" or similar acceptable wording. You may also give them appropriate recognition at the start and end of the session.
6. Recognition for student assistance will be included in PPA's conference materials as space allows.
7. Student(s) will not be paid any compensation by PPA. If you choose to utilize any of your honoraria/travel stipend and share it with the student(s), that is your choice.
8. Student(s) providing assistance on-site at a conference are expected to be registered for the conference at least on that day and attend other sessions and events. Encouraging their professional involvement should be part of the experience.

We truly appreciate your adherence to these guidelines so we can continue a productive partnership with our presenters, students, and our CE attendees leading to meaningful professional development.