



Industry Pharmacists
Organization

IPhO Student Chapter Handbook

Welcome to the Network!

Thank you for your interest in joining the IPhO Student Chapter network. We are currently experiencing impressive growth and are proud the strong network of student chapters that we have created. IPhO will help your chapter members to fully leverage the value of their academic and experiential training to best position yourselves to gain entry into the pharmaceutical industry.

This handbook was developed as a guideline to better assist chapters with the development and management of your chapters as well as to familiarize your chapter leadership with the expectations and responsibilities that come with operating within the IPhO Network. We hope that you find this handbook to be helpful. If you have any questions, please contact your Regional Student Officer, (RSO) and or the current National Student Officer, (NSO) Chapter Network Management. <https://www.industrypharmacist.org/nso.php>

Student Vision

IPhO National Student Members are recognized as the best prepared among all student pharmacists to pursue pharmaceutical industry-focused career opportunities. National Student Members have an excellent working knowledge of common industry pharmacist roles and key pharmaceutical industry driving forces, as well as an understanding of the skills and experiences necessary to become a successful industry pharmacist.

Mission Statement

The Industry Pharmacists Organization is exclusively dedicated to advancing the careers of industry pharmacist. IPhO accomplishes this by:

- Providing timely and relevant information that is vital to our members.
- Raising awareness among employers and industry executives about the role that industry pharmacists can play in drug development and appropriate medication use.
- Providing targeted resources and coaching to enhance members' continuing education and professional development.
- Creating opportunities for members to network and exchange ideas with their industry pharmacist peers.
- Providing access to attractive and relevant employment opportunities available in the industry.

Advocacy

IPhO believes that pharmacists' scientific training, medication expertise, clinical acumen, patient focus, and experience as healthcare providers make us ideally suited for a career in the pharmaceutical industry. Pharmacists are playing a key role in Development, Medical and Commercial organizations and are making valuable contributions to drug development and optimal medication utilization each and every day. IPhO works with its members to advocate for advancing industry-based pharmacists to leadership positions by increasing awareness and recognition among employers, senior management, colleagues, thought leaders, educators, and students of what pharmacists have to offer.

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IPhO National Organization Leaders and Structure

IPhO is organized as shown in Figure 1. The primary goal of IPhO Leadership Structure is to maximize sharing of communication and information that results in meeting the needs of its chapters as effectively and efficiently as possible to thrive and build positive successful long-lasting success. This matrix structure and emphasis on information sharing is a tried and true standard that is modeled from the pharmaceutical industry experience of its leadership team.

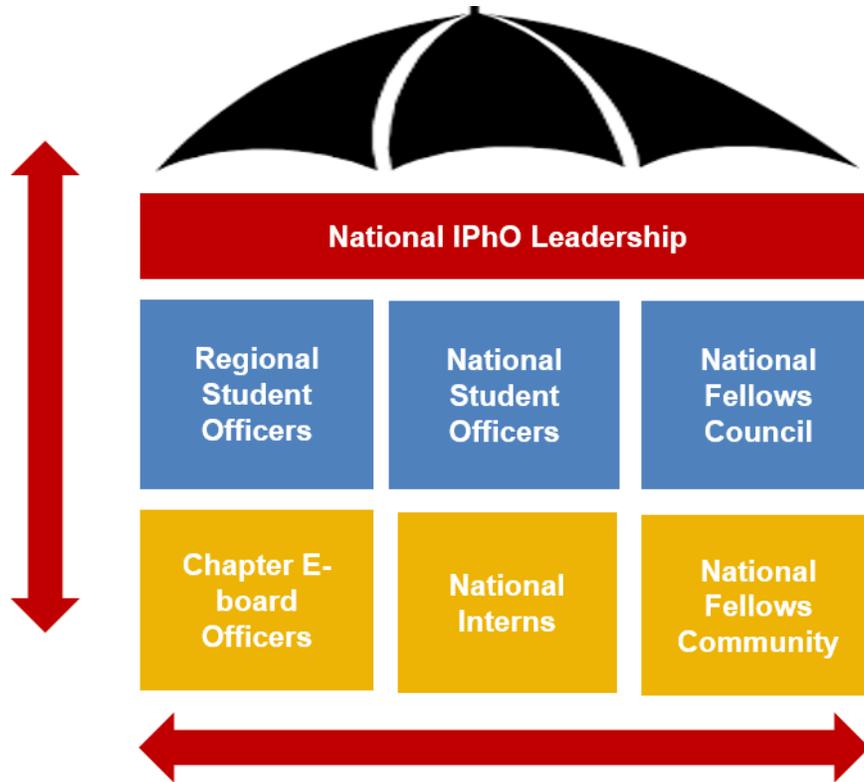


Fig 1. Leadership Structure

National Leadership Team



James Alexander
PharmD
Executive Director Founder



Jerry Silverman BS Pharm
Vice President Professional Development & Coaching



Melissa Rodenbach
Director Marketing & Communications



Sergio Gatoulis PharmD
Vice President, Technology & Operations

National Student Officers

National Student Officers (NSOs) work very closely with the National Leadership Team as well as with the Regional Student Officers to support local chapters and manage the operations of IPhO. These positions provide a unique opportunity for student pharmacist industry leaders to gain valuable hands-on experience, highly visible recognition, and fellows networking by leading operational departments.

Chapter Network Management

The NSO is responsible for managing day-to-day ongoing chapter operations including:

- Delivering consistent communications between chapters and the National Office
- Maintaining up-to-date chapter E-Board lists and contact information
- Monitoring and notifying chapter officers regarding membership issues and reporting requirements.

Social Media & Marketing

The NSO is responsible for managing and enhancing all national and local chapter marketing Communications including:

- Leading development and execution of national Facebook posts
- Monitoring and supporting chapter Facebook post quantity and quality
- Serving as point person on revisions/additions of national marketing materials as needed

Professional Affairs

The NSO is responsible for enhancing the professional affairs activities within the chapter network including:

- Responding on matters of new chapter development and outreach (New chapter requests should be forwarded to this officer via support@industrypharmacist.org)
- Coordinating planning and implementation of new chapter onboarding
- Managing & updating chapter outreach and onboarding presentations

Strategic Planning and Reporting & Regional Administration

This NSO is responsible for enhancing the quality and performance of chapters as well as managing the Regional Student Officers including:

- Providing oversight and support for the Regional Student Officers (RSOs)
- Leading the Annual National and Chapter Reporting Process

Professional Development and IPhO Internship Administration

The NSO is responsible for enhancing the professional development activities within the chapter network and coordinating the IPhO National Internship Program including:

- Leading, advocating for, and administering the IPhO Virtual Internship Program
- Maintaining and updating the IPhO Internship Catalog
- Leading development of selected national professional development programs

Scholarly Activities

The NSO is responsible for leading national and supporting local scholarly professional Activities including:

- Leading national research projects that align with the IPhO student mission
- Serve as managing editor on all student publication submissions
- Precept IPhO department Interns

Regional Student Officers

Regional Student Officers (RSOs) assist the national organization in managing and enhancing ongoing chapter operations including the following:

- Assist the national organization in managing and enhancing ongoing regional chapter operations including:
 - Meeting national membership goals
 - Increasing the awareness of the benefits of IPhO
 - Increasing awareness of IPhO signature student member programs and national and local activities through using/ posting social media
 - Ensuring compliant elections and transition of e-board officers in a timely fashion
- Build relationships with Regional chapter e- board officers and alumni chapter officers
- Identify and facilitate sharing chapter best operational and professional development best practices among regional chapters
- Serve as a liaison to affiliated and non-affiliated fellowship programs in the region for the purposes of building and maintaining stakeholder relationships and recruiting fellows' faculty
- Promote chapter representation in national and regional student events
- Participate in chapter onboarding within the region
- Identify and provide NSOs with appropriate regional documentation
- Precept student pharmacists interns as needed

There are currently RSOs for the following regions:

New England
Northeast
New York/New Jersey Metro
Eastern (Philadelphia)
Midwest
Southeast
Western
Pacific

Please note that specific regional configurations are confirmed annually and are subject to change.

Starting an IPhO Chapter

IPhO connects student pharmacists at local pharmacy schools to a national network of over 4,000 student pharmacists with similar interests, as well as a national network of hundreds of industry fellows and thousands of industry pharmacists.

Mission

IPhO Student Chapters

- raise awareness of industry pharmacists roles, creating and providing opportunities for student pharmacists
- collaborate with IPhO National to develop and distribute industry resources
- work with IPhO National and local pharmacy school faculty to promote industry opportunities

Vision

IPhO Student Chapter members are the most prepared to pursue industry-focused careers.

To be recognized by IPhO, the prospective student chapter usually first seeks recognition as a student pharmacy organization at its respective school. The following New Student Chapter Checklist should be completed before submitting a new chapter application to the National Student Officer of Professional Affairs.

New Student Chapter Checklist

- Student Chapter Application
- Student Chapter Constitution
- Signed Faculty Advisor Agreement
- Signed E-board Member Agreement
- Letter from Institution
- Letter of Intent
- All documents/forms in this packet should be signed and dated

Please find the *New Chapter Interest Packet* [here](#).

Student Chapter Operations & Responsibilities

IPhO National does have specific requirements and expectations for their student chapters. These requirements and expectations allow for the student chapters to thrive, aid in the overall mission and vision of IPhO Nationals and protect the reputation of the national organization. The expectations and requirements are outlined in the annual report rubric later in this handbook.

Executive Board Positions Please note that while titles below are IPhO recommendations, and may differ between chapters based upon school polices and individual chapter preferences, the responsibilities listed below are required to be assigned and successfully accomplished to maintain chapter compliance within the IPhO Chapter Network.) A **minimum of six e-board members** are required to meet IPhO Regulations.

President

- Organize and coordinate all Chapter meetings and ensure the Chapter mission is fulfilled
- Oversee actions of the E- Board Officers to ensure they fulfill their individual and collective roles
- Responsible for the actions of the Chapter and acts as the Chapter representative

Director, National Engagement

- Serve as the trainer to all e-board members ensuring that they are well versed on National programs, services, and resources provided by IPhO
- Serve as a local expert and resource to all local and national chapter members regarding all of the benefits and services IPhO provides students, as described and available on the IPhO website
- Work closely with the chapter president to ensure that all IPhO National requests from NSOs/RSOs and National Interns are completed and provided within requested timelines

Director, Professional Programming

- Lead identification and development of professional development activities
- Recruit speakers for general body meetings and other creative events
- Maintain relationships with alumni and industry professionals

Director, Social Media and Marketing

- Responsible for re-posting all National Facebook posts
- Respond and report to requests made by your chapter's RSO and the NSO of Social Media and Marketing
- Lead development and posting of key chapter activities on your local chapter Facebook Page
- Administrate Spearhead IPhO Nationals "Register All" initiative by registering ALL local members and creating an account for each member on the IPhO website

Director, Communications

- Record and distribute all Chapter activities and maintain an electronic warehouse of all pertinent documents
- Collect pertinent activities documents throughout the year for the annual reporting submission
- Lead the development and submission process for the annual and any midterm reports
- Assist the chapter Social Media and Marketing Director to develop and distribute email, social media, and or print communications to chapter members and institution upon request
- Set-up and maintain a chapter email account if available and or desired

Director, Finances and Fundraising

- Maintain a budget and updated and accurate records of all financial matters
- Administrate any customized chapter national membership programs with National
- Lead all chapter fundraising initiatives

There is also a recommended position of **Vice President and or President-Elect**:

- Responsible for learning and assisting with all the duties of the President
- Assigned to lead one or more of the chapter's participation in the VIP Case Competition
- Act as President if the current President is absent or unable to fulfill his/her duties

IPhO Election and Transition Guidance

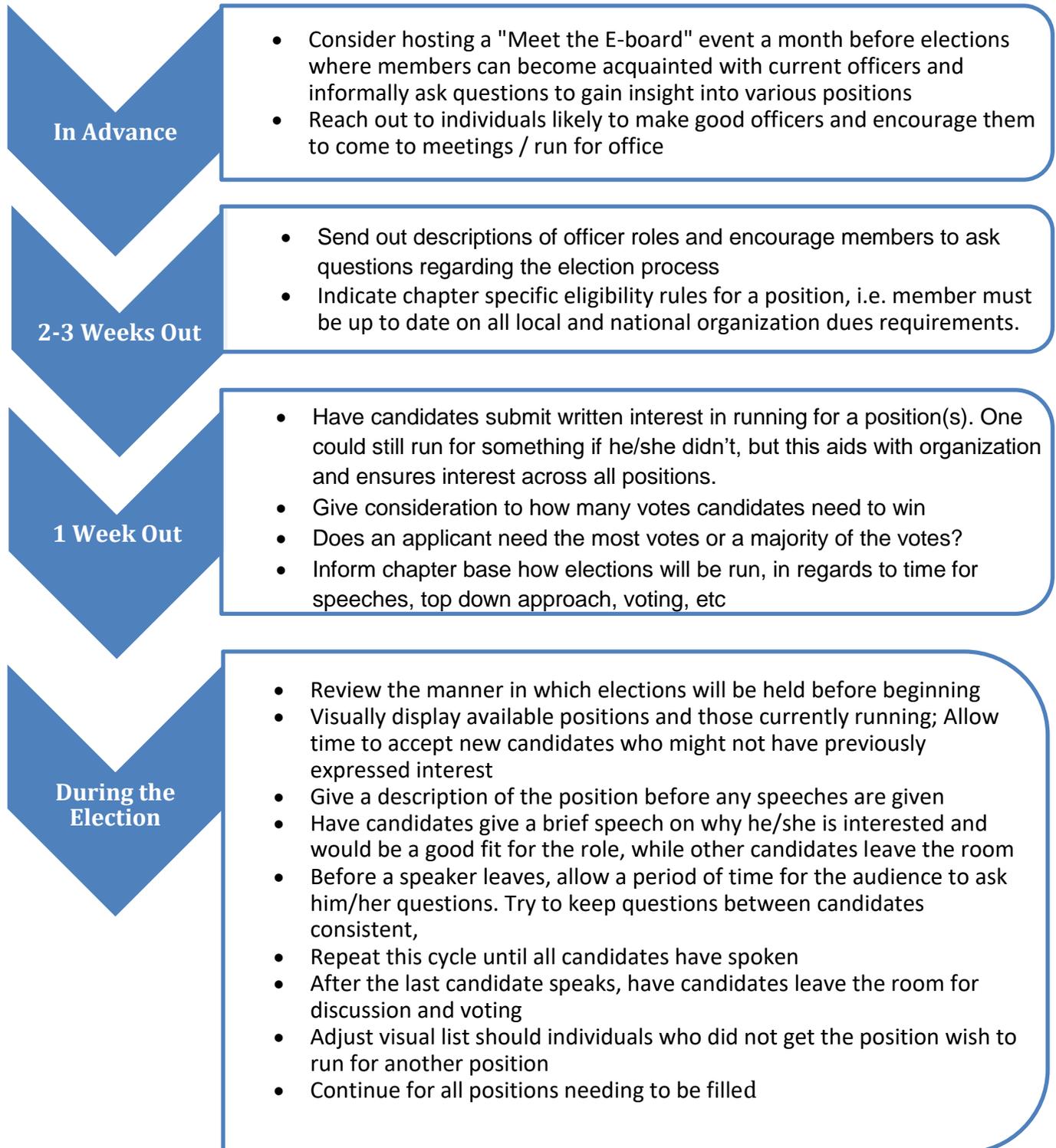
A student chapter's future success is predicated on the vision of its incoming officers and how well they understand the organization on both a local and national level. As such, elections and the transition process serve a critical role. IPhO recognizes that this has been an area left to each chapter's discretion, with the ability for chapters to tailor the process to their needs. This sense of independency and flexibility is something that we hope to maintain, but provide further guidance to IPhO chapters in which electing and transitioning between boards will be done for the first time or has been a problematic area in the past.

This document serves not as a mandatory requirement to implement new policies, but again as a resource for chapters to utilize when constructing an election and transition process that maintains the longevity and integrity of your IPhO Chapter.

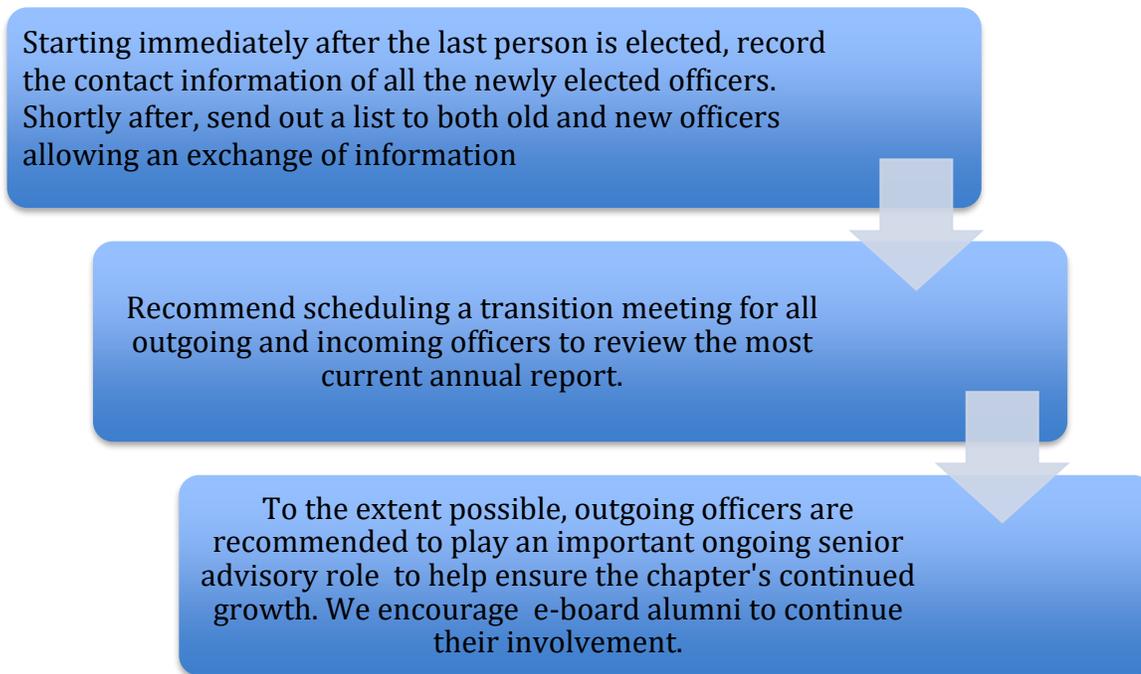
Having a strongly talented and committed Chapter E-Board team is the most important key to having and maintaining a successful student organization. Having smooth transitions between E-board officers ensures a good reputation of the student chapter. Outgoing members should still be involved in the IPhO student chapter.

***It is strongly recommended that those seeking e-board positions already be national members of IPhO. This demonstrates a minimum commitment and knowledge level of an e-board candidate's with IPhO mission and signature programs, resources, and benefits. Academic national membership dues are \$99 per year.**

Election Process Workflow



Transition Workflow



Other Transitioning Considerations

- Establish a preferable online means of maintaining and sharing information (Google Drive, Drop Box)
- It is helpful to have a diverse board in regards to professional year. (I.e. having a mix of P1s – P3s). This assists in a board maintaining officers on campus who have previously been a part of the organization.
- As noted in the Chapter Calendar, it is strongly advised to have elections in the Spring Semester... preferably March as to allow time for incoming officers to shadow outgoing officers.

IPhO suggests the following guidelines for outgoing e-board officers when interviewing and electing future e-board officers:

- One month before, host a “Meet the E-Board” event so members can become familiar with current positions. Reach out to members who may be good candidates for an e-board position
- Two to three weeks before elections, distribute descriptions of e-board roles to members
- One week before elections, ask candidates to submit written interest in running for positions and figure out the logistics behind how elections will run, how many votes are needed, etc.
- During elections, have candidates give brief speeches on why they are interested in and would be a good fit for their roles. Allow time for questions after each speech. Once the last candidate has spoken, have the candidates leave the room, then discuss the candidates and vote.

Once the new e-board is elected, record all the contact information of the new e-board and send this information to the NSO, Chapter Network Management. Schedule a transition meeting for all outgoing and incoming e-board to discuss roles, ideas, and the annual report.

Guidance for IPhO Student Chapters: Chapter E-Board National Dues

This document describes national organization requirements of chapter e-board members' payment of national dues. For the purposes of gaining and maintaining chapter approval by IPhO, a minimum of six e-board officers are required. The following positions are considered part of a chapter's e-board; Specific titles are recommended because they resonate well with industry employers.

President,
Director, National Engagement
Director, Professional Programming
Director, Social Media and Marketing
Director, Communication
Director, Finances and Fundraising

There is also a recommended position of Vice President and or President-Elect.

All Executive Board members, as defined in Article III-Section 1, must be paid IPhO National Members (at the academic rate) in order to hold an executive board position. All executive Board members must remain paid National Members at all times for the duration of their elected term. If at any time this is not the case for one or more e-board members, the chapter will be considered out of compliance resulting in chapter probation.

As stated in the IPhO Constitution Article II- Membership and Eligibility, Section 4:

The importance of e-board officers being paid national members is multi-fold. First, such finances help in supporting the time and commitment for developing and implementing both national and local programs, services, and resources. Additionally, to be elected as an e-board officer means that an individual is a leader and spokesperson for the organization. In this leadership role, the e-board officer needs to have access to and be intimately familiar with all of the resources offered by IPhO. The national organization is committed to the success of each of its chapters and invests considerable time, effort, and money to make this a reality.

The Industry Pharmacists Organization (IPhO) was launched nationally to help meet the needs of the growing numbers of pharmacists and student pharmacists interested in exploring pharmaceutical industry careers. On a national level, IPhO provides student pharmacists with access to i) a network of like-minded pharmacist professionals, ii) opportunities for leadership on a variety of national committees, iii) virtual internships, iv) publication opportunities, v) industry-focused scholarly activities, vi) confidential one-on-one career coaching services, and vii) professional development resources such as the catalog of all available industry fellowships, guidance for navigating the fellowship application process, and member discounts on IPhO resources like coaching services and book purchases.

IPhO provides a singular point for the advocacy and value of Industry Pharmacists. This has especially been evident in the reception that industry employers are having to IPhO and more importantly the messages that we are delivering on behalf of student pharmacists like you. These employer advocacy messages include:

Offering pharmacy internships and fellowships are the most effective way to identify and secure highly trained and valuable future professional talent within their organization.

The pharma/biotech sector has increasingly become more complex as personalized medicine impacts R&D resulting in the increase of specialty product portfolios, and product safety surveillance and reporting are intensified. This environment requires highly trained professionals like pharmacists who understand patient, payer, and clinician needs in this market.

The curriculum of PharmD graduates has evolved to include increased emphasis on clinical pharmacy rotations with many of the experiences and skills translatable to the pharma/biotech industry.

Industry pharmacists are contributing more than ever to the success of pharmaceutical and biotech companies throughout the world.

These messages are resonating with employers resulting in an increased numbers of internships, fellowships, contracted and full-time industry positions for PharmDs.

Your participation and recognition as a chapter e-board officer demonstrates your commitment to pursuing a professional career in the pharma/biotech industry and a shared advocacy of the positive impact that industry pharmacists have on their industry employers and health care.

Frequently Asked Questions

Below are general responses to anticipated questions regarding this guidance:

Question: Do student pharmacists have to be national members in order to run for a position on a chapter's e-board?

While strongly recommended, student pharmacists do not have to be national members before they are elected to an e-board position at this time. It is required that immediately after an individual is elected and/or appointed that he or she becomes a national member.

Question: Is there a deadline to become a paid e-board member?

All individuals serving as e-board officers for an upcoming year (example: April 2017 – March 2018) are to have their dues paid no later than the end of the month of March that precedes their term (example: March 2017), and they must remain paid members at all times up to and including the date that their term expires.

Question: Is the chapter required to have an e-board comprised of all of the following positions: President, Vice President/ President Elect, Secretary, Treasurer, and Historian?

While encouraged, it is not required that chapters form an e-board with the exact titles recommended, as this is left to chapter and university by-laws. IPhO does require a minimum of six chapter e-board members at all times.

Question: Should a paid e-board member decide to step down from his or her elected position before tenure ends, are dues refundable?

No mechanism exists for refunding membership payments.

Question: Is it possible for a chapter to create one or more additional e-board positions?

Yes, and many chapters have more than six officer positions in order to fulfill local chapter specific needs that arise. While we strongly recommend that all additional officers become national members, we have not made this a requirement to date.

Chapter Officer Membership Dues

All elected E-Board officers are required to be paid IPhO National members for the duration of their elected term. Failure to meet this requirement will place your chapter in noncompliance and chapters will be required to elect replacements for the members who have not paid Chapter Officer Membership Dues. These membership dues help develop and implement programs, services, and resources. Also, as leaders, the e-board members should have access to all resources IPhO National offers and be familiar with them. With this knowledge, E-Board officers can share the services IPhO offers and encourage more interested students to become National Members to take advantage of the services provided.

National and Local Membership Dues

At no time does IPhO intend for this guidance to conflict with any local School/University policies. Students are requested to bring any inconsistencies to the attention of IPhO staff for timely resolution.

Financial support through national student membership dues is critical to the ability of IPhO to provide support for the growth of recognized student chapters. The relationship between student chapters and the national organization is very collaborative, which results in a highly successful chapter that meets the goals and objectives established in its charter.

While national membership is not a requirement for every student chapter member, each chapter is responsible for maintaining a high level of support to the national organization on an ongoing basis in order to retain its IPhO charter status and the benefits it provides.

IPhO reserves the right to restrict access to certain services, resources, and opportunities to paid national student members including:

- Content designated as members-only by the IPhO National office
- Participation in the National IPhO Student Leadership Committee
- Participation in IPhO student internships
- Access to discounted 1-1 career coaching sessions

Below are additional general questions and responses that many student pharmacists have been asking about National & Local Chapter Dues:

Question: Do student pharmacist founders of an IPhO student chapter need to join the national organization prior to the chapter being officially recognized?

Yes, during the chapter startup phase, the founding student(s) should be fully paid national IPhO members, as there is significant time and commitment made by the national organization in order to provide assistance during this process.

Question: Once IPhO recognizes a student chapter, are there a specific number of members that need to join the national organization?

In order to maintain its IPhO affiliation, chapter leadership is responsible for ensuring that their chapter continuously maintains a high percentage of paid national IPhO student members at the discounted academic member rate. IPhO realizes that some student chapter members may not become paid members of the national organization. From time to time and during the annual reporting process, the national organization and the student chapter e-board will review and discuss the chapter's policy and performance regarding national membership.

Question: Can student IPhO chapters establish local membership policies and local dues?

Yes, at the discretion of local leadership. Currently, the average local dues for IPhO is \$20.00 and IPhO recommends that those national members of your chapter be exempt from paying local dues.

Question: Can student chapter members who are not paid members of the national organization participate in student chapter activities?

Yes, however non-paying chapter members will not be able to access services, benefits, and opportunities reserved for paid National IPhO members. There may also be some joint national/local programs that will be limited to paid national IPhO student members. **Please note that ALL student chapter members are required to register as a guest on the IPhO National website.**

Question: Is there an example of a student chapter that has established a policy on the requirement of "nominated students" for e-board being national members?

Yes, the MCPHS-Boston chapter has established a chapter policy that student pharmacists running for their e-board offices MUST be fully paid national IPhO student members.

Question: Do Chapter Advisors qualify for the special IPhO academic rate?

Yes, Chapter Advisors (and other school faculty) are encouraged to join IPhO as paid members at the same academic rate as students.

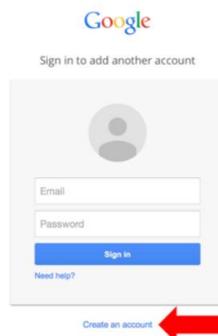
Social Media & Marketing Guidelines

The impact that social media has on increasing a brand's success is no secret. IPhO is rapidly building its presence on Facebook, LinkedIn, and Instagram, just to name a few channels, and the measured benefits further support the need for continued growth. Creating and developing a presence for your chapter on Facebook (more information to follow) will:

- Help spread the word about the organization to others at your school. You may have a group of pharmacists at your school that were not previously aware of the benefits of joining your IPhO chapter. Your active participation on social media on behalf of IPhO will help grow involvement and support within your chapter.
- Help spread the word about the organization to other schools. IPhO is creating a network of student chapters on social media. The more active our student chapters are, the more awareness they will bring to schools that have yet to establish their IPhO chapter.
- Raise awareness about IPhO National initiatives. IPhO offers its student members a number of professional development opportunities and resources. Taking an active role in sharing IPhO National posts will allow your student members to take full advantage of all that IPhO can provide.
- Notify your student members about the events and networking opportunities taking place at your school. Promoting your chapter's events on Facebook is an easy way to keep everyone informed and aware of what you have going on at your school. It also provides a forum for students to ask questions and meet other members virtually.

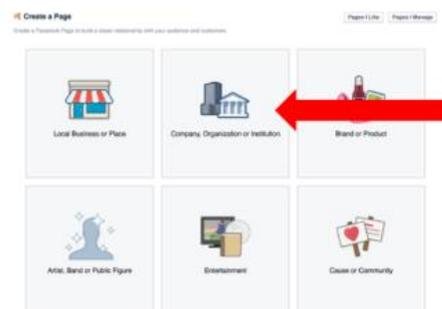
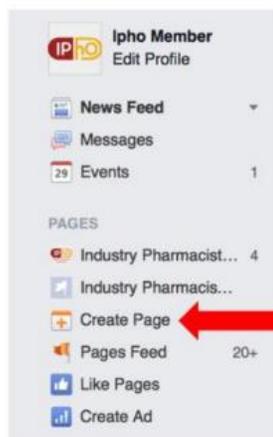
Setting up your Facebook Page

- **Step 1:** Create a Gmail account for your chapter
 - (Example: ipho.yourschool@gmail.com)



- **Step 2:** Create a Facebook account under your new student chapter Gmail account

- **Step 3:** Click on "create page," located on the left side of the screen



- **Step 4:** Select "Company, Organization, or Institution"

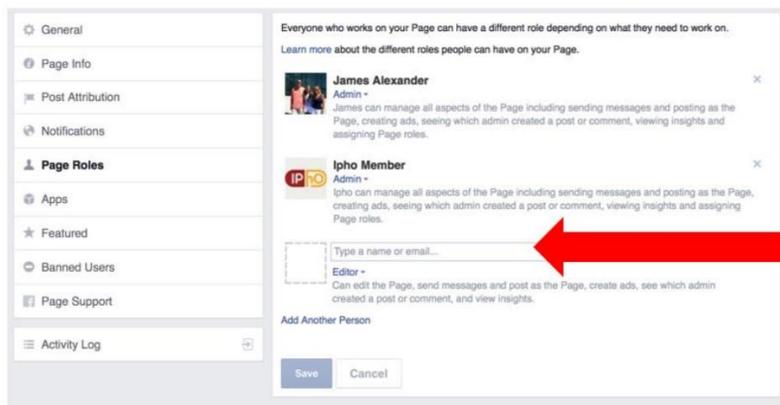
- **Step 5:** In the drop-down menu "Choose a category," select "Organization" and fill in "Company Name" with: Industry Pharmacists Organization – YOUR SCHOOL
- **Step 6:** Fill in the "About" section with the following:
 - IPHO is the only professional pharmacy organization dedicated exclusively to advancing the careers of industry-based pharmacists, and to promoting their indispensable value.

- **Step 7:** Acquire your profile and cover photos from IPHO. Your images will be personalized for your chapter. Please send a high resolution photo of your school logo directly to Melissa Rodenbach, IPHO Director of Marketing and Communications, at melissa@industrypharmacist.org
- **Step 8:** Add your new IPHO page to your favorites bar to ensure easy access to page

- **Step 9:** Set up your "Preferred Page Audience" to be within the United States (add United States to the "Locations" field) and include the following interests:
 - Pharmacy
 - Pharmaceutical Industry
 - Pharmacist
 - Pharmacy Student

- **Step 10:** Once you've created your page, go to "Settings" to manage your account

- **Step 11:** Add "IPhO Member" to your page administrator list
- **Step 12:** Review the list of guidelines for posting on your new IPhO Chapter page on the next slide



Please remember to review and adhere to your school's policies around Facebook. Disregard this tutorial if your school does not permit Student Chapters to utilize Facebook. After your page is set up, it is recommended to share the login information with your chapter's faculty advisor. This will ensure new officers will continue to have access to the page. The Facebook page should remain **public** in order for all interested students to access the page and have exposure to your chapter's meetings, announcements, and events. Please note that Facebook is the **only** social media platform monitored by the IPhO National Student Officers. Chapters are permitted to utilize other social media platforms if allowed by the respective schools, and as always, please remain professional and implement consistent messaging and voice across platforms.

Posting Expectations

- IPhO National regularly posts important content for consumption by Student Chapter members. It is critical that all Student Chapters monitors the National page and share relevant posts with their members. Student Chapters should regularly engage with their members and be active in reaching out to students. Having National page posts helps raises awareness of the benefits available to IPhO members.
- Student Chapters are encouraged to post original content **in addition to** sharing IPhO National page posts. Posting original content will help inform members about upcoming Chapter events and meetings. **Posting of original content and tracking the engagement it generates will be an evaluation component of the Annual Chapter Reports.**
 - Event advertising through Facebook can increase attendance and create more interest and "buzz" from general members. It also creates a forum for general members to ask question and network. Chapters should utilize their Facebook pages to promote upcoming events and meetings.
 - A recommendation for a type of original content is an "Alumni Spotlight" post. Chapters may post about where a previous member is currently working in the pharmaceutical industry. This may include a fellowship position, full-time position, or discuss the career path he/she chose. Alumni Spotlight posts can help current members discover their interests and options for breaking into Industry.
 - If your Chapter has any questions on posting expectations, please contact the National Student Officer responsible for social media and marketing.

Register All Program

IPhO has embarked on a registration program to increase awareness of all IPhO professional services (internship, certificate, and fellowship catalogs, industry pathfinder, and coaching etc.) for all local chapter members who are not national members. Accomplishing this objective will ensure all local members have their own account on the IPhO website to more fully explore first-hand experience with these valuable services. The E-board officer who is designated as Director of National Engagement, has the responsibility to ensure that all local members are registered to the IPhO website by managing this ongoing responsibility. **Please note that creating a free account for each local member does not indicate national membership.** In order to become a national member and have access to all of the related benefits and services, students must pay the national membership fee. The most convenient way to creating a free guest account for each local chapter member is for the Director of National Engagement to:

Go to: <https://www.industrypharmacist.org/>. Once at the homepage, a link for a free account sign up will be located at the top of the page.



Create a profile for each NEW chapter member; minimum information for each member you register: first name, last name, personal email address (school address will NOT work), and expected year of PharmD graduation.

IPhO Industry Pharmacists Organization

CREATE A FREE ACCOUNT NOW

One on One Coaching Login

HOME ABOUT US CAREERS PROFESSIONAL DEVELOPMENT STUDENTS FELLOWS NEWS PUBLICATIONS

LOGIN TO YOUR ACCOUNT

EMAIL

PASSWORD

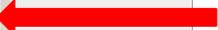
REMEMBER ME

LOGIN

New to IPhO?

Create a free guest account now!

> CREATE A NEW ACCOUNT!



IPhO Industry Pharmacists Organization

CREATE A FREE ACCOUNT NOW

One on One Coaching Login

HOME ABOUT US CAREERS PROFESSIONAL DEVELOPMENT STUDENTS FELLOWS NEWS PUBLICATIONS

CREATE A FREE IPhO ACCOUNT NOW!

What type of account would you like to create?

STUDENT

INDUSTRY FELLOW

INDUSTRY PHARMACIST

OTHER PHARMACIST

RECRUITER

Already have an account?

Do you already have an IPhO account?
Click here to login!

> LOGIN

ADVANCE YOUR CAREER WITH PHARMACISTS LIKE YOU

CREATE A FREE ACCOUNT NOW



Local members must change their password to protect privacy once all member accounts have been established. Once each account has been made, notify new chapter members and provide their username (email) and temporary password. Notify them that they will need to complete the process by authenticating their account through an email they will have received from IPHO. Members should reset their temporary passwords by logging-in and changing their passwords by accessing the “my account” tab under settings. Scroll down to Password section and press the edit tab to change the password.



Please note, by creating a free account for each local member does not indicate national membership. In order to become a national member and have access to all of the related benefits and services, students must pay the national membership fee.

Branding Guidelines

The importance of a consistent, easily-identifiable logo to support an organization can't be understated. It promotes brand recognition and establishes credibility. IPhO is very proud of the frequently and overwhelming positive feedback that it has received on its logo since launch.

IPhO requires the use of its professional logo in all marketing materials.

Chapters are encouraged to create their own marketing products at their own expense. If your Chapter is creating original marketing items, you are required to use either the standard crimson and yellow used in the original IPhO logo OR black and white tones only. No alteration of the IPhO logo is permitted except proportional increases and decreases in size.

Hex codes for the IPhO logo and brand colors:

- Crimson: #A1181F
- Yellow: #FEA516

When utilizing an IPhO original marketing piece, such as a flyer or banner ad, the same logo and color guidelines apply.

Honor cords/grad stoles are encouraged for graduating National Members. If your school is interested in these products, please reach out to the National Student Officer responsible for social media and marketing. Branded merchandise, such as apparel, is encouraged as long it adheres to all logo and color guidelines.

Marketing Supplies

To assist with the recruitment process for new members, IPhO National provides National Student Brochures and Pens to each Student Chapter, which are delivered at the beginning of the school year.

In order to receive these items, a Google Doc is released during the summer for Chapters to request materials. Please note, there is a finite number of national supplies and there is a cap per chapter on these items. If your Student Chapter is in need of more than the maximum amount allocated, please submit a special request including, reason and timing needs to your Regional Student Officer (RSO).

Requests will be honored depending on when they are made and the number of supplies available. The earlier your request is submitted, the better the chance it has of being fulfilled. If you request an amount above the specified allocation limit, you NEED to e-mail your RSO with rationale including:

- how many supplies were ordered last year/how many supplies were used
- how many NEW chapter members you were able to gain from this effort
- rationale for requesting more items.

Annual Report

This report provides the national organization with an in-depth summary of your year's activities and significantly assists the national organization in understanding the challenges, best practices, and opportunities to support the continued growth and recognition of each of our current chapters. It is strongly recommended that chapters fill out their annual reports throughout the year so as to describe the information requested while it is fresh. Each chapter annual report is reviewed by three NSO/RSOs with an average score calculated based on a rubric (Figure 2).

| <i>IPhO Student Chapter, Annual Report Scoring Instrument</i> | | | | | |
|---|---|---|--|---|---|
| | Not Acceptable (1 point) | Needs Improvement (2 points) | Meets Expectations (3 points) | Exceeds Expectations (4 points) | Superior (5 points) |
| <p>* Membership Recruitment:</p> <p>How successful was this chapter's recruitment method at increasing the number of new NATIONAL chapter members and Local chapter members who are registered on the IPhO website. Also, describe ONE (best) recruitment activity per semester (who, what, when, where). Recruitment methods are defined as events and methods used SPECIFICALLY for recruitment such as membership drives. Updated national and local membership lists and contact info should be included with each chapter's document.</p> | No methods of recruitment were described, there was no net increase in national chapter members, and less than 50% of local members are registered on the IPhO website. | Recruitment methods were poorly described and/or no increase in national members. | Recruitment descriptions met expectations, National members increased by 5 (not counting incoming E-board members and approx 75% of Local members are registered on the IPhO website. | Meeting recruitment descriptions exceeded expectations, National members increased by > 5 and <10, and approx 75% of Local members are registered on the IPhO website. | Meeting recruitment descriptions were superior, National members increased by >10, and approx 90% of Local members are registered on the IPhO website. |
| <p>Social Media Utilization:</p> <p>**How often does this chapter utilize its own Facebook page to promote both local and national events? Unique chapter Facebook posts may include but are not limited to creating Facebook events for chapter meetings, sharing pictures, statuses, etc. Please include your chapter's Facebook URL and any top 3 (best) local unique chapter specific Facebook screen shots that demonstrate social media activity.</p> | The Chapter is not using their Facebook page for sharing National Facebook posts | The chapter has shared 1-2 of the 5 most recent IPhO National Facebook page's posts in a timely fashion. | The chapter has shared 3-5 of the 5 most recent IPhO National Facebook page's posts in a timely fashion and has 3 unique chapter Facebook posts over the past year. | The chapter has shared 4/ 5 most recent National Facebook posts in a timely fashion and has 4-7 unique chapter Facebook posts over the past year. | The chapter has shared all 5 of the 5 most recent IPhO National Facebook posts in a timely fashion and has >7 unique chapter Facebook posts over the past year. |
| <p>Industry Educational Programs and/or Scholarly Activities:</p> <p>Include ONE "best" event per semester only! Include a description along with relevant program materials (invite/ agenda, faculty name and title, key content summaries and evaluations if available).</p> | Did not Describe or Submit any industry-focused Professional Development or Scholarly Activities. | Submitted only One PD or or Scholarly Activity during the past year and Description Did not meet expectations | Submitted One PD or Scholarly Activity per semester during the past year and descriptions met expectations | Submitted One PD or Scholarly Activity per semester during the past year including attaching relevant materials and descriptions exceeded expectations | Submitted One PD or Scholarly Activity per semester during the past year including attaching relevant materials and descriptions Descriptions demonstrated exceptional quality |
| <p>Fundraising and or Philanthropy: New Category (scoring to be significantly curved for 2017.18)</p> <p>Include ONE "best" event per semester only! Include a description along with relevant program materials (invite/ agenda, and evaluations if available).</p> | N/A for 2017.18 | N/A for 2017.18 | Did not describe or conduct Any Fundraising or Philanthropy during the academic year | Described and conducted One significant Fundraising or Philanthropy Activity during the past year. | Described and conducted One significant Fundraising or Philanthropy Activity per semester during the past year |

Figure 2. IPhO 2017-2018 Annual Report Rubric

Your Annual Report should also serve as one of the most important resources for conducting onboard activities with your newly elected E-board. **We want to know more about your most successful activities so that we can share them within our entire chapter network!**

National leadership will review your Annual Reports and return them to you with feedback during the summer. If your chapter E-board elections do not occur during the winter semester, please notify your RSO and the NSO, Strategic Planning and Reporting, to determine an appropriate reporting timeline.

The annual report deliverable is a PowerPoint presentation ONLY consisting of:

Please refer to the Annual Report Guidance Presentation and slide notes [here](#). Please reach out to your RSO if you have any questions regarding any information requested in your Annual Chapter Report.

The report is divided into the following sections below:

Annual Report Tables of Contents

- Chapter Information
- Chapter Membership Dues and University Support
- National Membership Drives
- Register All Program
- Professional Development Activities and/or Scholarly Activities
- VIP Case Competition (if chapter participated)
- Use of Social Media
- Fundraising and/or Philanthropy
- E-Board Transition and On-Boarding Activities
- Top 3 Priorities for the Upcoming Year
- Relationships with IPhO National
- Attachments

All chapters must submit an annual report in order to maintain compliance with the IPhO National Reporting requirement. Failure to do so places your chapter in noncompliance, which may result in chapter probation.

Probationary Status

Failure to comply with any of the IPhO Chapter Responsibilities and Requirements may result in a probationary status for your chapter. Chapters on probation are prohibited from attending national IPhO events (ie. the annual meeting) and participating in the VIP Case Competition. Additionally, chapters under probation are required to participate in remediation requirements that is determined on an individual basis.

IPhO Signature Student Programs, Resources, Services

IPhO National offers an impressive amount of programs, resources, and services to their national paid members. These include the Part-Time Flex Internship, Industry Pathfinder, an Internship Catalog, 360+ Fellowship Prep, and helpful guides to navigate Midyear.

INDUSTRY PATHFINDER

<https://www.industrypharmacist.org/pathfinder.php>

Thousands of pharmacists have entered the industry without a fellowship. The Industry Pathfinder helps students discover their unique path to enter the industry. Students can review the pharmacist roles in industry and select the one that most interests them. The Industry Pathfinder has explanations of twelve common fields including Clinical Development, Marketing, and Regulatory Affairs. After selecting their field, students must complete and save their PharmD education information and answer two remaining questions. The Pathfinder will recommend pathways students should take if they want a fellowship route into industry or a non-fellowship route.

INDUSTRY INTERNSHIP TOOL KIT

https://www.industrypharmacist.org/catalog_internship.php

This updated version of the **Guide to Industry Internships**, adding a level of detail that cannot be found elsewhere including comprehensive outlines and guidance on every step of the internship identification and application process.

The **Internship Catalogue 2.0** version complete with the latest industry internship postings including direct links to company career sites and descriptions of intern opportunities and positions.

The **LinkedIn Job Alert Guide**. As technology advances and new networking resources are constantly being introduced, IPhO provides you with a guide on the latest methods of using LinkedIn to assist your internship search! In this comprehensive step-by-step guide with illustrations, you'll learn how to utilize LinkedIn effectively to receive internship listings directly to your LinkedIn profile and email.

IPhO Flex Internship

https://www.industrypharmacist.org/im_landing.php

IPhO offers national paid student members an opportunity to participate in their part-time virtual internship program. This program allows students to gain industry knowledge and experience. Interns will need to commit 5 to 10 hours a week from any location for this internship. Paid student members must upload their CV/Resume and the IPhO Intern Application to apply.

360+ FELLOWSHIP PREP

<https://www.industrypharmacist.org/360.php>

The IPhO 360+ Fellowship Prep is a comprehensive set of resources that will thoroughly prepare students to stand out from the pool of fellowship applicants. They can choose a coach from the IPhO roster of current fellows and experienced industry professionals with a proven track record for 2 one-on-one sessions, access the IPhO trusted and proven guide to securing a fellowship, and take advantage of all of the benefits, resources, and professional connections available to them as IPhO National Members.

INDUSTRY CERTIFICATE COURSE

Commercialization of Pharmaceuticals From A to Z

<https://www.industrypharmacist.org/certificatecourse.php>

Students who don't have access to an industry elective or graduates and young professionals who are interested in transitioning to an industry career are encouraged to take this Pharma Industry Certificate Course. Upon completion of the course, participants will have a high-level understanding of industry driving forces, commercial functions, and pharmacist roles. This eight-week, live, online course which includes didactic lectures and case studies. Along with a certificate of completion, course registration offers participants other rewards such as an in-depth industry CV workshop and an opportunity to become an IPhO Intern.

ONE-ON-ONE COACHING SERVICE

<https://www.industrypharmacist.org/coaching.php>

This significantly valued service will help you identify your strengths and weaknesses, assist you in developing a personal career action plan, and provide you with honest confidential guidance. The IPhO Coaching benefits include: Customizing your CV to industry, understanding how to translate your APPE experience to industry, receiving direction regarding fellowship application targeting, engaging in interview preparation strategies to effectively optimize your responses, and editorial support for LOIs, writing assignment requirements and presentation development for onsite interviews. **Over 250 Students and Pharmacists have received IPhO Coaching Services since 2014!**

FELLOWSHIP CENTRAL

https://www.industrypharmacist.org/fc_landing.php

IPhO National offers students who are going to Midyear guidance and preparation tips. Members can order "Pursuing an Industry Fellowship: Preparing for, interviewing for, and securing a post-PharmD fellowship" which is a comprehensive guide to navigating the Fellowship application process. Students can read the preface of the book before ordering. IPhO National also allows students to complete a Fellowship Interest Form which permits students to share their information with Fellowship Sponsor Company employees, their Fellows, and their designees.

Paid student national members have access to the Industry Fellowship Catalog. Similar to the Internship Catalog, the Fellowship Catalog contains relevant information describing all industry-focused post-graduate training programs for pharmacists. Since companies vary on when they post their fellowships, students should use the fellowship catalog as a guide in their fellowship search.

INDUSTRY FELLOWSHIP CATALOG

https://www.industrypharmacist.org/catalog_fellowship.php

This Catalog contains relevant information describing all industry-focused post-graduate training programs for pharmacists in the U.S., commonly referred to as "Industry Fellowships."

Please note that host companies vary on the timing and frequency that they revise their fellowship brochures. IPhO monitors industry fellowships on a continuous basis for new sponsoring companies and brochure revisions.

PURSUING AN INDUSTRY FELLOWSHIP

https://www.industrypharmacist.org/ebook_pursuethefellowship.php



A comprehensive guide to navigating the Fellowship application process including multiple tips on Midyear. Your roadmap for success starting from the beginning of pharmacy school Includes real examples shared by fellows and preceptors.



<https://www.industrypharmacist.org/vipcase.php>

This competition—the first of its kind in the industry—tests student chapters pharmaceutical commercial development knowledge and allows them to apply what they know through an industry-based case scenario.

The annual IPhO VIP Case Competition enables students to delve into multiple disciplines within the pharmaceutical industry as they develop their hypothetical drug, including, but not limited to: Clinical Development, Medical Affairs, Regulatory Affairs, and Commercial Functions. Each phase of the drug's development lifecycle presents a unique challenge that encourages students to think strategically and apply both their clinical and pharmaceutical industry knowledge.

Please understand that participating in the VIP case Competition requires a significant commitment because it's a "super professional development activity". Those chapters participating may want to decrease the number of other professional development activities over the semester. Remember it's, Quality vs Quantity!

We encourage those chapters participating to recruit as many national members as possible to contribute. Many participating chapters have had success creating multiple commercial function teams to spread the work around. It is also recommended that the chapter designate one e-board officer to oversee the project; preferably not the Chapter President because of their significant time commitment already.

Recognition

IPhO would like to recognize the following individuals for their outstanding contribution to developing materials in support of our student chapter network.

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