

December 21st, 2023

Hi APSA members, below you will find a summary of the tasks that I have completed thus far as **Community Education Director**.

July-August

Classroom Presentations	<ul style="list-style-type: none"> • Contacted Dr. Moulton, BASE 2 course coordinator, to discuss classroom presentation plans. • Collaborated with the Pharmacy Students for Mental Health (PSMH) to confirm the creation of a new Mental Health presentation for high school students. Received approval details from student services. • Updated the presentation sign-up form that is sent out to teachers and schools. Eliminated “best day and time” section for teachers due to redundancy.
WISEST	<ul style="list-style-type: none"> • Contacted Gillian Johnson, lab administrator, for WISEST Conference budget requests.
Indigenous Admissions	<ul style="list-style-type: none"> • Reached out to First Peoples' House (FPH) for delivery of Indigenous Pharmacy Admissions presentation.
Committee	<ul style="list-style-type: none"> • Drafted ad-hoc committee expectations and received approval at APSA Summer Retreat.
Miscellaneous	<ul style="list-style-type: none"> • Drafted updates to the Community Education (CED) sections on myAPSA.ca • Sent budget requests to Goodwin, VP Finance. • Posted CED summer volunteer opportunities on Member's corner, including new opportunities with DiscoverE. • Attended APSA Summer Retreat. • Presented at first year orientation (day 2). • Completed Event Organizer Training recertification.

September

Classroom Presentations	<ul style="list-style-type: none"> • Received BearsDen approval for classroom presentations. • Submitted information to the Edmonton Public School Board Bulletin Board for teacher sign-up. • Emailed classroom presentation sign-up info to all schools who participated in the past 2 years to increase engagement. • Collaborated with PSMH and CED Committee to develop Mental Health Presentation. Added additional mental health resources for under-represented communities.
WISEST	<ul style="list-style-type: none"> • Confirmed APSA's participation to deliver compounding workshops during the Science, Engineering, Technology (SET) conference in November. • Coordinated with Gillian Johnson to order chemicals and book lab space for conference and pre-lab.
Indigenous Admissions	<ul style="list-style-type: none"> • Met with Trent Nabe and Diseray Schamehorn to update Indigenous Pharmacy Admissions presentation. • Requested meeting with an Elder from FPH for presentation review.

Committee	<ul style="list-style-type: none"> Recruited members and delegated roles and responsibilities for the upcoming term, as well as an overview of planned activities for the year.
Campus St Jean	<ul style="list-style-type: none"> Collaborated with Talia, VP Academic and Faculty to organize Pharmacy admissions presentations for Campus St Jean, in collaboration with Le Regroupement des Étudiants dans les Domaines de la Santé (REDS). Recruited volunteers via Member's Corner, developed presentation and menti quiz, attended the session, and awarded Mint Cup points for volunteers.
USchool	<ul style="list-style-type: none"> Met with USchool coordinator Michaela to plan for APSA CED potential participation.
PQ+2	<ul style="list-style-type: none"> Met with the Publications Committee to discuss CED article for the November 2023 issue.

October

Classroom Presentations	<ul style="list-style-type: none"> Updated volunteer sign-up spreadsheet and spreadsheet orientation video. Committee members updated presentations and corresponding instruction guides. Finalized "Discussing Mental Health" Presentation. Informed PSMH of low uptake from public schools. Encouraged brainstorming ideas to improve outreach.
WISEST	<ul style="list-style-type: none"> Recruited volunteers for SET conference compounding workshops via APSA Members' Corner. Maintained ongoing communication with volunteers and provided conference updates.

November

Classroom Presentations	<ul style="list-style-type: none"> Advertised on Member's corner, encouraged Committee engagement with promotion efforts. Coordinated presentations (daily email correspondence between volunteers and teachers, scheduling, presentation matching, presentation monitoring to ensure teacher and volunteer accountability). Coordinated pickup and dropoff of presentation kits.
WISEST	<ul style="list-style-type: none"> Coordinated with the Publications Director to have Kevin Tea, photographer, present at the SET conference. Maintained ongoing communication with volunteers and provided conference updates. Organized lab training/test-run session with volunteers. Confirmed final processes and procedures with volunteers. Collaborated with volunteers to deliver two lip balm compounding workshops at the WISEST SET Conference.
USchool	<ul style="list-style-type: none"> Corresponded with Gillian Johnson and Michaela to confirm USchool pharmacy presentation and tour for a group of junior high students, tentatively scheduled on January 15th, 2024.

PQ+2	<ul style="list-style-type: none"> Wrote CED article and reviewed with the Publications Committee.
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December

Classroom Presentations	<ul style="list-style-type: none"> Coordinated presentations (daily email correspondence between volunteers and teachers, scheduling, presentation matching, presentation monitoring to ensure teacher and volunteer accountability). Awarded mint cup points for presentations completed in fall term. Awarded two \$25 e-gift cards for students who completed ≥ 2 presentations this term and one \$25 e-gift card to a student randomly selected from those who completed 1 presentation.
USchool	<ul style="list-style-type: none"> Followed up with Gillian to confirm availability on date. Requested classroom booking from USchool.

Throughout the Semester

- Attended bi-weekly general council meetings and tri-weekly office hours.
- Responded to emails and inquiries about CED.
- Updated presentations and corresponding instruction guides as needed.
- Communicated roles and responsibilities with CED Committee.

Next Semester

- Continue coordinating classroom presentations. Promote more via social media and a BASE 2 presentation. Ensure website information is up-to-date.
- Meet with CED committee again and continue to delegate responsibilities. Create more leadership opportunities for committee members.
- Follow-up with FPH to organize and deliver the Indigenous Admissions presentation.
- Deliver USchool lab tour + Pharmacy as a Profession presentation with Committee.
- Develop PAM projects in collaboration with the PAM Committee (ex. PHARM 101 lunchtime sessions). Collaborate with Yeganeh, Interprofessional Director, and Zach, VP CAPSI Sr.
- Following confirmation from WISEST, deliver compounding labs during the CHOICES conference.
- Confirm inventory of presentation kits in APSA office + storage room.

I look forward to providing you all with more volunteer opportunities in the new year! Please feel free to reach out if you have any questions or concerns.

Take care,



Hadeel Mohamed

Community Education Director 2023-2024, *Bugsy's Bestie*

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