

March 19th, 2022

Dear APSA Members,

Within this document you will find the roles and responsibilities that I have undertaken in the Winter 2022 semester as part of my duties within APSA and the CSHP Alberta Branch Council.

January:

- Held the second CSHP-AB Student Committee meeting to go over plans for PAM.
- Contacted the CSHP Awards Committee Chairs from British Columbia, Alberta, Saskatchewan, and Manitoba to collect the names of the Future Professional Award winners. Set up each winner with free registration to the Together 2022 Conference. Created, printed, and mailed out certificates for each winner.
- Assisted the Banff Seminar Committee with webinar Q&A sessions during “Banff Day” of the Together 2022 Conference.
- Attended various events during the Together 2022 Conference, including the Student and Resident Networking Event.
- Worked with the Communications Student Chair to write an article for the CSHP-AB Branch Newsletter January issue that provided updates on what the CSHP-AB Student Committee accomplished during the fall semester.
- Organized and hosted the Summer Student Job Panel on Jan. 24th, 2022, where 5 upper-year students who worked for AHS/Covenant Health last summer spoke about their experience and provided tips for students pursuing these jobs this year. This event had a great turnout, with over 80 students in attendance!
- Worked with administrative support at the University of Alberta Hospital to promote the AHS/Covenant Health summer student job posting and answer any student inquiries related to the applications.
- Submitted all CSHP-AB Student Committee PAM events on BearsDen so they could be included in the PAM calendar. This required setting a date, confirming speaker(s), and creating advertising materials for each event.

February:

- Closed the Host Program application form and compiled results for the CSHP-AB Vision Portfolio to begin matching process.
- The Advocacy/PAM Student Chairs designed CSHP PAM swag and wrote descriptions of each event for the PAM booklet.
- Had the last CSHP-AB Student Committee meeting to ensure we were on track for the remainder of the semester.
- Wrote an article for PQ+2 with the Communications Student Chair to outline all the CSHP-AB Student Committee events lined up for PAM.
- Finalized event details for Career Night and the Evidence Based Medicine Competition with the Education and Awards Student Chairs, respectively.
 - o Confirmed that we had pharmacists, door prizes, and a schedule for Career Night.

- Had a budget increase approved by CSHP-AB Branch Council to ensure that all EBM Competition winners can receive free CSHP membership.
- Contacted three Faculty members to be judges for the EBM Competition.

March:

- Attended PAM Kickoff with the Advocacy/PAM Student Chairs to promote the CSHP Instagram Photobooth Challenge.
- Helped the Education Student Chairs set up the Zoom call for Career Night and also attended the event on Mar. 3rd, 2022.
- Confirmed budget used for Career Night and ensured the Education Student Chairs sent out door prizes to the winning students and gift cards to the volunteer pharmacists.
- Was available during the EBM Competition on Mar. 7th, 2022 in case any questions came up.
- Created certificates for the winning EBM Competition team members, which I will be printing and mailing out once the judges finalize the winners. Will also be sending thank-you gift cards to the judges for volunteering their time.
- Will be communicating with the CSHP-AB Branch Treasurer to ensure EBM Competition winners receive credit in their CSHP accounts for free membership. Will also ensure that any reimbursement claims made by the CSHP-AB Student Committee get processed.
- Working with the CAPSI National CAPSIL editor to write a piece about the EBM Competition and highlight the winners from across the country for the Spring issue.
- Promoted the CSHP-AB Student Representative position to potential candidates and interested students.
- Will be attending the APSA Spring Changeover Meeting and Annual General Meeting.
- Working with pharmacy managers at various hospital sites in Calgary to establish new summer job opportunities for pharmacy students.
- Will be hosting the Interdisciplinary Team Talk on Mar. 29th 2022 and the Hospital Residency Information Session #1 (with Residency Coordinators) on Apr. 1st, 2022.
- Updated the CSHP-AB Student Representative transition document and APSA Constitution to better reflect the roles and responsibilities of the CSHP-AB Student Representative. Also created a Google Drive with resources that the new CSHP-AB Student Representative can use to ensure they are prepared and efficient during their term.

April-October:

- Since I continue my term with CSHP-AB until October, I will be doing the following:
 - Attend the CSHP-AB Council Strategic Planning Meeting in May.
 - Work with the Education Student Chairs to organize and host the Hospital Residency Information Session #2 (with Residents) in May.
 - Collaborate with the Communications Student Chair to write an article for the CSHP-AB Branch Newsletter April issue that will outline what the CSHP-AB Student Committee did in the winter semester.
 - Assist the Research Student Chair with any CSHP initiatives for the FoPPS Research Day.

- Meet with the new CSHP-AB Student Representative and be available to answer questions to ensure their transition into this role goes smoothly.
- Work with the Membership Student Chair to ensure that students renew their memberships at the end of the membership cycle (June 30th). Re-connect with the EBM Competition winners to ensure they were able to use their account credit successfully.
- Ensure each CSHP-AB Student Committee member updates their transition documents so they are ready for the new committee members.

Ongoing:

- Attended monthly CSHP-AB Council meetings.
- Attended monthly CSHP-AB Banff Seminar Committee meetings.
- Attended three virtual office hours and biweekly APSA General Council meetings.
- Promoted CSHP Alberta Branch and National educational events, awards, and opportunities.
- Answered all student and pharmacist inquiries regarding CSHP and events organized by the CSHP-AB Student Committee.

I had a wonderful time serving as your CSHP-AB Student Representative for the 2021/2022 term and anticipate my successor will continue providing exceptional opportunities for students to engage with hospital pharmacy practice.

Please reach out if you have any questions or concerns.

Respectfully Submitted,

Carolina Ghio

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