

## Meeting Programming Associate (MPA) Role and Responsibilities

Are you an experienced practitioner, seasoned clinician, or skilled academician? Do you have ideas for educational programming that you would like to share with other pharmacists? Consider serving as a Meeting Programming Associate for Midyear 2009.

What is a Meeting Programming Associate?

Meeting Programming Associates (MPAs) serve as a vital and important link between ASHP staff and the membership. The role of the MPA is to assist the ASHP Educational Services staff in planning, organizing, coordinating, and monitoring education programs at the Midyear Clinical Meeting and to develop programs that will address the educational needs of ASHP members. The MPA is responsible to the ASHP Educational Services Division.

Responsibilities include:

- Under the direction of ASHP, the MPA will plan the educational session;
- Is the content expert and consultant to ASHP staff on the session topic it answer technical questions;
- Serves as a resource to staff and helps prepare a session schedule;
- Incorporates active learning strategies into the educational session format;
- Recruits speakers for the session and explains the requirements for participation.
- Coordinates program content with session speakers to assure that there is a logical flow of program content and avoids duplication of information.
- Serves as the liaison between the session speakers and ASHP to ensure that ASHP receives all materials, forms, etc. by the deadline date.
- Serves as the session moderator (usually).
- Provides detailed feedback and comments to ASHP about the session after the meeting.

A Request for Proposal will be posted at [www.ashp.org/Get\\_Involved\\_in\\_December\\_2008](http://www.ashp.org/Get_Involved_in_December_2008). Complete and submit your proposal by February 1, 2009. You may be selected as a Meeting Programming Associate for the Midyear!