**Welcome to**

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APPE Rotation in Association Management

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**National Community Pharmacists Association **

The **National Community Pharmacists Association (NCPA®)**, founded in 1898 as the National Association of Retail Druggists (NARD) represents the interests of America's community pharmacists, including the owners of more than 23,000 independent community pharmacies. Together they represent an $88.7 billion health care marketplace, dispense nearly 40% of all retail prescriptions, and employ more than 300,000 individuals, including over 62,000 pharmacists.

The nation's independent pharmacists are small business entrepreneurs and multifaceted health care providers who represent a vital part of the United States' health care delivery system. They have roots in America's communities. They are community leaders actively involved in community-oriented public health, civic, and volunteer projects. Many hold local elected offices; others serve as state legislators.

**Mission Statement **

* We are dedicated to the continuing growth and prosperity of independent community pharmacy in the United States.
* We are the national pharmacy association representing the professional and proprietary interests of independent community pharmacists and will vigorously promote and defend those interests.
* We are committed to high-quality pharmacist care and to restoring, maintaining, and promoting the health and well-being of the public we serve.
* We believe in the inherent virtues of the American free enterprise system and will do all we can to ensure the ability of independent community pharmacists to compete in a free and fair marketplace.
* We value the right to petition the appropriate legislative and regulatory bodies to serve the needs of those we represent.
* We will utilize our resources to achieve these ends in an ethical and socially responsible manner.

**NCPA Rotation in Association Management **

**Purpose** – the purpose of the elective rotation is two-fold:

1. Provide an experience that demonstrates the importance of a national pharmacy association to the profession
2. Provide a pharmacy student with an opportunity to become more aware of the vast opportunities that exist in independent community pharmacy practice

**Objectives** – upon completion of the experiential rotation, the student will:

1. Describe the mission, structure, and programs of NCPA
2. Describe the operations of the association, including physical facilities, professional and support staff structure and functions, and related management functions
3. Understand the need for and purpose of pharmacy organizations in general, and NCPA in particular
4. Participate in appropriate staff and leadership meetings of the association occurring during the rotation, as well as selected inter-organizational and inter-professional meetings in which association staff are involved
5. Develop and practice skills in verbal and written communication, information gathering, evaluation, and analysis for use in specific organizational areas
6. Describe NCPA's relationship with pharmacy students and the colleges and schools of pharmacy
7. Understand the need to conduct liaison activities with other pharmacy and health-related organizations and schools of pharmacy
8. Participate in a scheduled meeting of coalition or group in which NCPA is a participant, such as the Joint Commission of Pharmacy Practitioners, when appropriate
9. Utilize the various association reports and publications to answer questions posed by members of the profession or the association
10. Organize and deliver a seminar directed toward the staff of NCPA, on a topic mutually agreed to by the student and preceptor

**Rotation Responsibilities**

1. Participate in an experiential rotation through the following headquarters departments when opportunities are available:
   1. Professional and Student Affairs
   2. Executive Office
   3. Advocacy Center
   4. Conventions and Meetings
   5. Strategic Initiatives/Innovation Center
2. Attend relevant meetings when appropriate:
   1. Weekly Articles Worth Reading discussions (every Wednesday at 4pm in 3rd Floor conference room)
   2. Monthly Operations Meetings
   3. Other professional association meetings
3. Schedule one-on-one meetings and email summary to preceptor:
   1. **Doug Hoey**: Executive Vice President and CEO
      1. Contact: Beverly Martin ([beverly.martin@ncpanet.org](mailto:beverly.martin@ncpanet.org))
   2. **John Beckner**: Senior Director, Strategic Initiatives ([john.beckner@ncpanet.org](mailto:john.beckner@ncpanet.org))
   3. **Patrick Berryman**:Senior Vice President and COO ([pberryman@ncpanet.org](mailto:pberryman@ncpanet.org))
   4. **Scott Brunner**: Senior VP Communications & State Governmental Affairs ([scott.brunner@ncpanet.org](mailto:scott.brunner@ncpanet.org))
   5. **Diana Courtney**:Director, Student and Professional Affairs and Committees ([diana.courtney@ncpanet.org](mailto:diana.courtney@ncpanet.org))
   6. **Ronna Hauser**: Vice President, Pharmacy Affairs ([ronna.hauser@ncpanet.org](mailto:ronna.hauser@ncpanet.org))
   7. **Bri Morris**: SeniorDirector, Program Development ([bri.morris@ncpanet.org](mailto:bri.morris@ncpanet.org))
   8. **Kurt Proctor**: Senior Vice President, Strategic Initiatives ([kurt.proctor@ncpanet.org](mailto:kurt.proctor@ncpanet.org))
   9. **Bill Popomaronis**: Vice President Professional Affairs ([william.popomaronis@ncpanet.org](mailto:william.popomaronis@ncpanet.org))
   10. **Lisa Schwartz**: Senior Director, Management Affairs ([lisa.schwartz@ncpanet.org](mailto:lisa.schwartz@ncpanet.org))
   11. **Elise Damman**; Executive Resident, ([elise.damann@ncpanet.org](mailto:elise.damann@ncpanet.org))
   12. **Carlie Traynor**: Associate Director Strategic Initiatives ([carlie.traynor@ncpanet.org](mailto:carlie.traynor@ncpanet.org))
4. Communications projects:
   1. Community Pharmacist Spotlight
   2. Dispose My Meds social media posts
   3. Simplify My Meds social media posts
   4. Value-based research project
   5. Profit Pearls feature article for America’s Pharmacist
   6. Diversified Revenue web pages
   7. Mentor Corner
5. Final presentation: 20-30 minute presentation on a topic of student’s choice to be approved by preceptor, generally encompasses evaluation of some aspect of pharmacy ownership or management.
6. For the next intern:
   1. Write a welcome letter to the next student
   2. Prepare the binder for the next student (Don’t forget to update any information in the binder!)

**Housing Options and Student Testimonials **

*Student Affairs can help you navigate finding a location for your stay here. Distances and times can be deceptive here; 5 miles doesn’t necessarily mean 5 minutes away; it could be closer to 45 minutes. Likewise, some areas may be less safe areas for you to move into. Just email* [*studentaffairs@ncpanet.org*](mailto:studentaffairs@ncpanet.org) *prior to booking your room/apartment/etc., and we can help you with housing questions***.**

**Bri Morris, PharmD (NCPA employee)**

**1506 King Street ▪ Alexandria, VA  22314 (2 minute walk to NCPA) (870) 946-9420** [**Bri.morris@ncpanet.org**](mailto:Bri.morris@ncpanet.org)

**Private, furnished bedroom w/shared bath, living/kitchen area, and adorable pug**

*(Sophia Cothrel 2017)*

**Sheila and Chuck Ellis**

**6567 Braddock Road ▪ Alexandria, VA  22312 (703) 354-6567** [**sheilaellis01@hotmail.com**](mailto:sheilaellis01@hotmail.com)

*Testimonial: I (Michelle Lamb – March 2008)* stayed with this very nice family willing to rent out rooms in their home. Rent was a fair price and may include occasional meals. House was conveniently located right at the Pentagon bus stop and within a 10-minute walk from the bus station.

*(Lauren Lyles, 2014; Shantel Houston 2016, Ademola Are 2017)*

**Romy & Shane Christensen**

**106 Commerce Street Old Town Alexandria, VA (10 minute walk to NCPA)**

**Master BR w/ attached BA & shared sitting area and kitchen access**

***Located through*** [***www.airbnb.com***](http://www.airbnb.com) ***(https://www.airbnb.com/rooms/4482143)***

*Testimonial: I (Maggie DeLeo – January-February 2015)* also used AirBNB to find this beautiful and spacious room. The location couldn’t have been more perfect; it was only a 10 minute walk to NCPA and is located right off King Street with easy access to the bus, metro, and trolly systems for transportation into DC (for sight-seeing, of course). I was thankful to not have to use public transportation or drive in to NCPA each day, as this can be quite costly and demanding, especially in the winter. Romy and Shane were gracious hosts and often offered me breakfast and/or dinner during my stay. They did their best to ensure that I was comfortable while I was here, being sure to give me my space but also buying things for the room to help me feel most comfortable (ie. full sized mirror, bedside table, desk, space heater). Staying with them was quite reasonable price-wise (trust me, I looked at just about every other housing option out there), at about $50/day. There is street parking available, however I didn’t bring my car with me because of the winter weather. I agree with Natalie’s positive testimonial towards AirBNB – the website is much more secure than others I had visited (ie. craigslist) and I knew what to expect upon arriving here in Alexandria due to their detailed online descriptions.

**Sunset Cottage**

**14 Sunset Drive ▪ Alexandria, VA 22301**

**AABBN (Alexandria and Arlington Bed and Breakfast Network) [www.AABBN.com](http://www.AABBN.com)\***

*Testimonial: We (Jessica Baugh & Corinne Gavrun)* leased the 1st floor of a house in Alexandria, VA. The 1st floor has 2 bedrooms and 1 bathroom for $80/night. The basement, in the same house, has 1 bedroom and 1 bathroom and for $60/night. The house is located 1 block away from the King Street metro and 3 blocks from NCPA

**DC, Northern Virginia, and Maryland Housing Sublets and Roommates Facebook group**

This is a closed Facebook group, but has posts several times each day on housing available in the “DMV” (DC/Maryland/Virginia) area. Email [studentaffairs@ncpanet.org](mailto:studentaffairs@ncpanet.org), if you are interested in being added to the group page.

**Sarah Maloney**

**Port Royal Condominiums 801 N Pitt St Alexandria, VA 22314**

**Cell: (757) 553-1528** [**Sarah.Maloney@yahoo.com**](mailto:Sarah.Maloney@yahoo.com)

*Testimonial: I (Suzanne Stepp – January 2011)* found my roommate, Sarah Maloney, randomly on Craigslist, and she turned out to be a better roommate than I could have ever imagined. She has an amazing 2 bedroom, 2 bath apartment on the 16th floor of a high-rise building, and the view is phenomenal. The beautiful Potomac River is displayed from the balcony and the bedroom. She has hardwood floors, and the bedroom comes furnished, including bedding and towels. She has a shy cat, Merlin, who is a sweetheart. She set a reasonable rent, and she rented to me by the week. The apartment is about six blocks from the heart of King St in Old Town Alexandria, and the DASH bus stop is less than a block away from the building.

**Will Fagg**

**416 N. Henry St. Old Town Alexandria, VA (10 minute walk to NCPA)**

**Small house w/ 3 bedrooms (all equivalent, each rented out separately) and 1 bathroom**

***Located through*** [***www.airbnb.com***](http://www.airbnb.com) ***(https://www.airbnb.com/users/show/748832)***

*Testimonial: I (Rick Lasica – 2015 Summer Intern)* used Airbnb and stayed in one of the three rooms Will rents out in his home here in Old Town Alexandria. The price is reasonable ($54/night or $1,597/month) and he is an awesome host. As the summer intern, NCPA does provide me with a stipend for living expenses, so if you are here on an APPE rotation you might want to explore cheaper options. This location is a 15-minute walk from NCPA headquarters. It is conveniently located by two different grocery stores (10-minute walk) and just a few minutes north of King St. There is parking available on the street near his house if you decide to bring a car. I highly recommend staying here if you can afford it!

*Testimonial: (Kayla Hughes- Aug 2017):* I found this place on Airbnb after researching several options in the Alexandria/D.C. area. It is located about 9 blocks away on Henry St, and it usually took me about 20 minutes to walk to the office in the morning. It is about a 10-minute walk to the Braddock Metro station and a 5 minute walk to shopping/restaurants on King Street. The host has 3 rooms he rents out on Airbnb for about $60/night per room. My room had plenty of shelving, a lockable door, and a 32-inch TV with Netflix and basic cable. This may be a good housing option for interns, especially for those who are flying in and want to be able to walk to work or use the metro to sightsee.

**Chris and Christina Johnson**

**Basement Suite - 1 BR, 1 BA with sitting area in 2 BR, 2BA Townhome (shared Kitchen)**

**Fairlington neighborhood, Arlington, Virginia *Located through*** [***www.airbnb.com***](http://www.airbnb.com)

*Testimonial: I (Natalie Bari – September 2014)* used Airbnb to find this basement suite. It was a 15 minute bus ride into Old Town every morning with a short 10 minute walk to the bus stop. There were closer bus stops, but they offered less direct routes into the city requiring longer transit time. I really enjoyed my stay with Chris and Christina, but they do not often take month-long guests, so I don’t know about availability for future students. However, I will speak to my positive experience with Airbnb. While it is typically more expensive than Craigslist, it also provides some securities Craigslist does not. I first used Craigslist (which I had used in other cities to find sublets, roommates, etc.), found a sublet, and quickly sent in a check (in July) to reserve the listing. Less than two weeks before my departure date, the reservation was cancelled, and I was informed that my check had been torn up when someone was found who could take over the entire balance of the 2 month lease. I feel very blessed that my check was not cashed; I put a stop on it just in case. Airbnb turned out to be perfect in a pinch. The site has verified user reviews and lets you contact former guests to ask more about their stays. It also relies on credit cards rather than checks, and offers guest refunds if the site’s hospitality standards are violated.

**Transportation & Parking **

Any transportation that gets you to a Metro station or near a DASH bus can get you to NCPA.

1. **Metro:** <http://www.wmata.com>
   1. $59.25 for an unlimited pass for a week (Or $36 for a 7-day short-trip pass).
   2. $10 to purchase a SmarTrip card.
      1. Comes with $8 of preloaded value.
      2. Works like a debit card to get onto the Metro and buses.
      3. Can be recharged at any Metro stop where individual tickets are purchased.
      4. *You may borrow a card from Diana Courtney, but you will have to load money onto the card.*
      5. Make sure to subscribe to Metro alerts, so that you get notifications about delays our outages: <https://wmata.com/rider-guide/subscribe/>
2. **Train:**
   1. Amtrak <http://www.amtrak.com>
   2. Virginia Railway Express (VRE) <http://www.vre.org/-> commuter train that travels from Spotsylvania, VA to downtown DC. stops at King Street station behind King St. Metro It only runs from about 5am-8am and then again 1pm-8pm.
   3. MARC Train Service (MARC) <http://www.mtamaryland.com/services/marc/-> commuter train service- stops at King Street station behind King St. Metro. Fares range from $4- $14 one way, but there are discounts for students and [multi-ride fares](https://mta.maryland.gov/sites/default/files/Multi-Ride%20Current_New%2006-19-15.pdf).
   4. Greyhound Bus <http://www.greyhound.com>
   5. Chinatown Bus <http://www.chinatown-bus.com/>
3. **DASH bus:** <http://www.dashbus.com/>
   1. Monthly pass: $40.
   2. $1.75 base fare.
      1. Free bus-bus transfers if you ask for a transfer sheet when you board.
      2. May use the SmarTrip card.
         1. $0.50 discount when transferring from Metro to Dash.
4. **King St Trolley:**
   1. FREE daily between 11:30AM-10:15PM.
   2. Runs between King St Metro and waterfront.
   3. Route map at <http://www.dashbus.com/uploadedFiles/DASH-wwwroot/dashFiles/KingStreetTrolley_Map.pdf>
   4. Leaves from metro/waterfront every 15 minutes.
   5. Only stops at 20 “King St Trolley” signs on the route.
5. **Taxi:**
   1. Alexandria Yellow Cab(703) 549-2500
      1. [www.alexandriayellowcab.com](http://www.alexandriayellowcab.com); text to (571) 232-1430
   2. Red Top Cab <http://www.redtopcab.com>
   3. White Top Cab (703) 683-4004
   4. Uber and Lyft are also available in this area but operates in a grey legal status. Research and make the best decision for your situation.
6. **Airports:**
   1. Reagan National Airport (DCA)
      1. Metro stop on the Blue or Yellow Line- 2 Metro stops from NCPA
   2. Baltimore-Washington International Airport (BWI)
      1. Accessible by bus from the Greenbelt Green Metro stop
      2. Accessible by Amtrak bus into Union Station
   3. Dulles International Airport (IAD)

7) **Parking:**

a. Landmark Parking: 1700 Daingerfield Rd.

i.    <https://payments.landmarkparking.com/ParisWeb-LocationMap.aspx>

b. Park Me: various available garages <https://www.parkme.com/en-au/alexandria-va-parking>

c. Lot 656 - Carlyle Block G (next to Starbucks) Subterranean Lot 1925 Ballenger Ave

Alexandria, VA 22314, (703) 535-6795 only $10/day (cash/credit), which is the cheapest around, and it’s only a 10 min walk from garage to NCPA

It’s important to note that the Parking Garages do not offer monthly packages unless to you work/live in the building attached to the garage. Their websites are very misleading. Some of the other garages are cash only and cost anywhere from $14-$36/day

Map of Area Around NCPA Headquarters ****



Keep in mind that “5 miles” in this area does not translate to a 5 minute drive. As a general rule, you can at least double the miles away you are from your destination to approximate the time it will take you. If you have questions or concerns about your commute and/or how long it will take, please email or call Diana Courtney.

**Things to See **

1. **Stabler-Leadbeater Apothecary Museum** (105-107 Fairfax Street)
   * + 1. This pharmacy was established in 1792and is located about .75 miles from NCPA. The pharmacy fell under the great depression and since has operated as a museum. The museum contains original hand blown stock bottles from the 1700’s with original ingredients still in the jars. It also houses original furniture with labels, counters, compounding/manufacturing room, large show-globes etc. This is a MUST see!!! The tour costs $5 and lasts about 30 minutes. <http://www.apothecarymuseum.org/>
2. **The DEA Museum** (Off Pentagon City Metro Stop)
   * + - 1. This museum is FREE and offers guided and self-guided tours. The museum aims to walk through the history of illegal drugs in America, addiction to these drugs and law enforcement. It concludes with a display portraying prescription drug diversion and abuse. The museum contains a good combination or posters and ads used as propaganda, actual displays of items confiscated at drug busts and old prescription materials. <http://www.deamuseum.org/>
3. **Smithsonian National Museum of Natural History** (Smithsonian Metro Stop)
   * + - 1. This large museum features numerous exhibitions that can keep you busy for 4-5 hours. There is a variety of interactive displays, exhibits ranging from animals, flowers, reptiles to fossils. The admission is FREE and the museum is open everyday. <http://www.mnh.si.edu/>
4. **Smithsonian National Museum of African Art** (Smithsonian Metro Stop)
   * + - 1. This FREE museum features various types of African art with a great Museum shop with authentic African items. There is also a newly added section with photographs walking visitors through the civil rights movement. The experience is a truly moving one. <http://africa.si.edu/index1.html>
5. **Renwick Museum** (Across from the White House)
   * + - 1. The Renwick museum contains contemporary art using media such as glass, fiber, wood, metal, clay and paints. <http://nmaa-ryder.si.edu/renwick/highlights.cfm>
6. **Torpedo Factory Art Center** (Trolley from King Street station to waterfront)
   * + - 1. The Torpedo Factory is FREE to visit and studios with working artists. This art gallery is a MUST see! The gallery features artists working with tiles, ceramics, paint, metal, wood, enamel, wire, glass, fiber, etc as well as a display of finished products. The artists are available for questions and are excited to discuss their respective techniques with visitors. <http://www.torpedofactory.org/>
7. **US Holocaust Memorial Museum** (Smithsonian Metro Stop)
   * + - 1. This museum creates a unique experience by providing each visitor with a passport of an actual human being that lived during the Holocaust. During your visit you read the passport and walk through a timeline from the start of the holocaust to the end. The museum used a variety of resources such as propaganda, displays, TV footage, etc to create an emotional experience for every visitor. The museum also takes a unique approach by discussing the global impact of the Holocaust and who other countries stood by and watched the Holocaust happen. This is an experience you will never forget. <http://www.ushmm.org/>
8. **See a performance at the Kennedy Center** (Foggy Bottom Metro Stop)
   * + - 1. The Kennedy Center is located in DC with shuttle service to and from the metro station. The Kennedy Center offers a variety of performance media such as vocals, instrumental, dancing, and much more. There are performances throughout the week for a variety of price ranges. Take the time to experience some performance art in Washington DC at <http://www.kennedy-center.org/>.
9. **George Washington Masonic Memorial**
   * + - 1. Visible from King Street metro station, this is open for tours most days of the year, with the last tour departing at 3:00. Tour includes a trip in the inclinator (inclining elevator) to the observation deck which offers a 360-degree view and lots of Masonic history and artifacts. The auditorium in National Treasure 2 is located in this building.
10. **US Capitol Tour** (Capitol South Metro Stop)
    * + - 1. Same day reservations are not available, and walk up tickets are fairly limited. It is recommended that you contact your local legislators prior to arriving in the DC area, to help arrange a tour of the Capitol. More information is provided on the [U.S. Capitol Visitor Center](https://www.visitthecapitol.gov/plan-visit/book-tour-capitol) website.
11. **White House Tour** (McPherson Square Stop)
    * + - 1. You will also need to contact your U.S. representatives or senators ahead of time in order to arrange a tour of the White House. More information can be found [here](https://www.whitehouse.gov/participate/tours-and-events).

**Dress Code **

The National Community Pharmacists Association is a dynamic and professional organization. A properly attired employee reflects a favorable image for the organization. As an employee, you are encouraged to dress in a way that will convey the importance of the services we provide. It is the policy of the Association that an employee's dress and grooming should be appropriate to the work situation. All clothes must be clean, in good repair (no holes or frays) and be in good taste.

Employees will have the option of dressing in either professional or business casual attire. Employees are expected to use their best judgment depending on their schedule each day. Employees that have meetings with persons from outside the Association should dress appropriately, according to the business situation. Employees are expected to dress in attire that is appropriate and does not disrupt the business environment.

Acceptable business casual attire for men includes, but is not limited to: suits, dress pants, jackets, sweaters/turtlenecks, shirts with collars, denim shirts, banded collared shirts, knit "polo/golf" shirts with collars and sleeves, cotton/twill, khaki "Docker" type slacks, dress shoes, loafers, (cowboy) boots. Ties are not required.

Acceptable business casual attire for women includes, but is not limited to: skirted suits or pant suits, skirts (including denim), sweaters/turtlenecks, dress sandals, career style dresses, slacks and blouses.

Unacceptable business attire for both men and women includes, but is not limited to: jeans (exception, acceptable on Fridays between Memorial Day and Labor Day) (blue, black or any other color), sweatshirts, T-shirts, tube tops, strapless dresses, tennis shoes, overalls, shorts, backless dresses or exercise-wear.

At the supervisor’s discretion, during the week between Christmas and New Year’s, the dress code will be more relaxed and can include jeans (blue, black or any other color) that do not have holes, tears etc.

Employees reporting to work improperly dressed may be sent home by their department supervisor or Human Resources to change clothing. The Association reserves the right in all situations to decide whether any employee is in violation of the policy. The Association also reserves the right in very limited situations, with the approval of the CEO to adjust the policy on a case-by-case basis to comply with the Americans with Disabilities Act or other unique circumstances.

***For the purposes of this rotation, you will be considered an employee of NCPA, and will need to adhere to the dress code according to the NCPA Employee Manual. You will not need to wear your white coat to the rotation each day, since we will not be interacting with patients. However, you may consider bringing your coat with you, in case there are opportunities to interact with the public, where wearing a white coat would be appropriate (i.e. visiting member pharmacies in the area, meeting with legislators on Capitol Hill, etc.)***

**What to Bring **

* ***Business cards-*** there will be plenty of opportunities to network with other pharmacy students, pharmacists, and health care providers.
* ***Good walking shoes-*** Old Town Alexandria is…. old. The sidewalks are cobblestone, and not easy to walk on. I would suggest a good pair of walking shoes even if you are just going out for lunch.
* ***Umbrella-*** while we don’t get a lot of rain here, we are prone to thunderstorms at any time during the year. When the storms hit, they hit hard and fast. It’s always a good idea to have an umbrella with you.

**Alexandria Weather **

Alexandria, is a four seasons destination, blossoming in spring, warming to summer and cooling off for a crisp and colorful fall which ushers in the cold but cozy charm of winter.

The average high temperature in July is in the high 80's, while in January, high temperatures in the lower 40's are the norm. The city averages about 40 inches of rainfall per year. For a look at the average monthly weather, click [here](https://weather.com/weather/monthly/l/22314:4:US).

NCPA follows the federal government schedule for delays in opening or closures due to weather. Information for delays or closures can be found either at [OPM.gov](https://www.opm.gov/) (click on operating status at the top of the page) or by downloading the OPM Alert app.