

## **Lambda Kappa Sigma- Delta Chapter**

### **“How To” Create a Chapter Shadowing Program**

About our Project: Lambda Kappa Sigma Delta Chapter initiated a Shadowing Program for the members of LKS to have the opportunity to shadow pharmacists in an area of pharmacy that interests them. The planning started in the Fall 2013 semester and was implemented in the Spring 2014 semester. The sisters were able to shadow with another sister or individually with a pharmacist in an area that interests them. This semester alone (Spring 2014) we were able to have a total of 30 members shadow pharmacists in the following areas: infectious disease, managed care, emergency department, PGY2 residency program, and transplant. We envision this program continuing to expand next year to offer the sisters of LKS an opportunity to shadow in numerous areas of interest.

#### **Timeline for Shadowing each semester:**

##### **1 month before the semester begins (August for Fall, December for Spring):**

1. Send out a survey (we used a google survey) to the LKS members to find their areas of interest in pharmacy- give at least 2-3 weeks for everyone’s responses to the survey
2. Take the findings of the survey and find professors, preceptors, or faculty members in those areas of pharmacy

##### **1 week before the semester begins:**

1. Send out a large email to all the pharmacists describing the new Shadowing Program and the expectations for the program
2. Wait to hear back from said pharmacists
3. Compile the list of names of the pharmacists, write a blurb about each one, and re-send a survey to see which students want to shadow which faculty members- give at least 2 weeks to gather responses from the survey

##### **2 weeks after:**

1. After the students are matched with the faculty, send an email to the pharmacist asking their availability
2. Email the students back with the dates the pharmacist has available and allow them to choose the dates on a first-come first served basis
3. Confirm the students and dates with the faculty members
4. Create Excel Spreadsheet with dates, times, students, and pharmacists names

##### **1 week before each shadowing event:**

1. Contact pharmacist to determine meeting times and place
  - a. we found it helpful to get the pharmacist’s phone number to decrease confusion when meeting before shadowing
2. Send an email to the students with instructions about their shadowing experience (time, date, meeting place, professional dress code)

##### **After each shadowing event:**

1. Students send a paragraph “reflection” to the Professional Project Chairs to confirm that they showed up on their respective date

##### **End of semester:**

1. Send thank you’s to all the pharmacists who participated at the end of the semester and encourage them to take students in the following semester