

## **Frequently Asked Questions**

### **NCPA's Elective Rotation in Association Management**

#### **Why do students choose to complete a rotation with NCPA?**

Students take part in association management rotations for many different reasons, but overall, spending time at a national pharmacy organization is a great experience to better understand how these organizations work to serve their members and advance the profession. Working at an association is an exciting opportunity to be involved with projects and programs that will affect pharmacists and patients nationwide. Many students also choose to complete a rotation with NCPA to learn more about independent pharmacy, becoming a pharmacy owner, and how the Association helps pharmacists reach their goals of owning a pharmacy, expanding their business, or better serving their patients.

#### **What will I do during my time at NCPA?**

The activities completed on an association management rotation vary widely based on the current activities and priorities of the organization during your time there. While on the rotation, you will have a chance to meet with many pharmacists who work for NCPA and learn about their roles within the Association in Strategic Initiatives, Student Affairs, Government Affairs and other departments. You will work directly with these pharmacists on an as needed basis to complete a variety of projects and/or develop resources that the Association uses to educate and provide to their members. You may also have opportunities to attend internal and external industry-related meetings, as necessary. NCPA works very hard to make sure the experience is tailored to your interests. Rotation students will develop and practice skills in verbal and written communication during their experience. Among several assigned written communication projects, each student must complete a feature article for the NCPA's monthly publication, *America's Pharmacist*, profiling an independent pharmacy of their choice. Additionally, each student will organize and deliver a presentation directed toward the staff of NCPA on a topic mutually agreed to by the student and preceptor.

#### **When is my application due?**

Applications must be completed by December 31. Students will be notified by March 1, about their application status.

#### **What do I need to include in my application?**

All applicants should include:

- A completed application form including contact information and preferred dates for the rotation (NCPA accepts 4-, 5-, and 6-week rotation blocks);
- A one-page letter of intent expressing your interest in the rotation including your career goals and how the rotation will help you achieve these goals;
- A one-page letter of recommendation from a faculty member, dean, employer, or pharmacy mentor endorsing your interest and ability to succeed in this unique rotation;
- A copy of your most recent resume or CV.

#### **Where do I stay while I'm at NCPA?**

**\*\*As of November 2020, the NCPA rotation is only offered virtually, contact the student affairs department at 703-683-8200 for the current status.\*\*** NCPA does not provide housing for its rotation students and students are responsible for finding housing on their own. Past students have had success in securing short-term housing for their rotation, and NCPA will provide you with a list of housing options provided from previous students' experiences. In general, the Washington, DC area is very transient in terms of housing, so short-term housing is usually not too hard to find. Also, getting around the Washington DC area is convenient because of a great public transportation system. The NCPA office is located conveniently at the King Street Metro stop which greatly expands your housing options.

#### **Is there a stipend associated with the rotation?**

No, all housing, transportation, and other associated costs with completing the rotation are the responsibility of the student.

### **Is there a dress code for the rotation?**

NCPA is a dynamic and professional organization. As a rotation student, 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 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. White coats are not required given this experience is non-clinical in nature. Rotation students will have the option of dressing in either professional or business casual attire. Students are expected to use their best judgment depending on their schedule each day. Students may have opportunities to attend meetings with persons from outside the Association and should dress appropriately according to the business situation which may require business attire.

Acceptable business casual attire for men includes, but is not limited to: suits, dress pants, jackets, sweaters, turtlenecks, shirts with collars, denim shirts, banded collar shirts, knit polo shirts with collars and sleeves, cotton/twill, khaki 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 of any color, sweatshirts, T-shirts, tube tops, strapless dresses, tennis shoes, overalls, shorts, backless dresses or exercise wear.

### **What are the hours of the rotation?**

Rotation students are expected to be present at the NCPA office from 9:00am –5:00pm, with a one hour lunch break that can be taken between the hours of 12pm –2pm. Exceptions include meetings or events outside of the association that have been preceptor assigned and approved in advance. If a student requires time off from the rotation for interviews and/or other professional reasons, it should be brought to the attention of the preceptor before the start of the rotation.

### **What workspace accommodations are available at the NCPA Office?**

Rotation students are assigned a workspace at NCPA with a desktop computer, phone and basic office supplies. Students are assigned an internal email address and will use Microsoft Outlook for professional email communications. A refrigerator and a kitchenette are available for students who bring their lunch. A break room is also available for utilization.

### **How do I get to the NCPA office?**

NCPA is located in Old Town Alexandria at the King St. Metro Station. The Metro station serves both the Blue and Yellow lines. Public transportation (either by Metro Rail or Bus) is the best option to get to the office during your rotation. Parking is not available for rotation students. Also, some students have found living arrangements within walking distance of NCPA's office. For more information on using the Metro system, visit [www.WMATA.com](http://www.WMATA.com). NCPA has a limited quantity of SMARTrip cards from Metro available to use during the rotation time. SMARTrip cards are reloadable passcards to use the Metro system and students are responsible for adding money to the SMARTrip card.

### **What if I have other questions?**

Contact NCPA Student Affairs at [studentaffairs@ncpa.org](mailto:studentaffairs@ncpa.org).