



NCPA Elective Rotation in Association Management ***APPE Information and Frequently Asked Questions***

Educational Purpose and Learning Environment

The NCPA Association Management APPE provides student pharmacists with a structured, non-clinical experiential learning opportunity within a national pharmacy trade association. The rotation is designed to expose students to the role professional associations play in advancing pharmacy practice, supporting independent community pharmacists, influencing public policy, and developing educational and business resources that impact patient care nationwide.

Students participate in a professional environment and engage in project-based learning that supports NCPA's mission to strengthen independent community pharmacy.

Learning Objectives and Competencies

The Association Management APPE at the National Community Pharmacists Association is designed to provide student pharmacists with a structured, supervised experiential learning opportunity focused on professional association operations and leadership within independent community pharmacy.

By the completion of this rotation, student pharmacists will be able to:

- **Describe the mission, organizational structure, and core functions of NCPA**, including how the association supports independent community pharmacists through advocacy, education, business resources, and professional development.
- **Analyze high-priority issues impacting independent community pharmacy**, including practice sustainability, ownership pathways, workforce challenges, and policy considerations that affect pharmacists and patient care nationwide.
- **Demonstrate effective professional communication skills**, including written, verbal, and presentation-based communication, through the development of member-facing resources, publication-quality written content, and formal presentations to professional audiences.
- **Apply principles of organizational leadership and association management**, including project coordination, stakeholder engagement, collaboration across departments, and participation in professional meetings and discussions.
- **Evaluate programs and initiatives designed to support pharmacy practice**, using information gathering, critical analysis, and reflective thinking to assess their impact and alignment with organizational goals.

Why do students choose to complete a rotation with NCPA?

Students pursue an association management rotation for a variety of reasons, but at its

core, a rotation with NCPA offers a unique opportunity to gain insight into how a national pharmacy organization serves its members and advances the profession.

This experience provides meaningful exposure to the development and implementation of programs, initiatives, and advocacy efforts that impact pharmacists and patients nationwide. Many students are also drawn to this rotation to deepen their understanding of independent community pharmacy, pharmacy ownership, and the role NCPA plays in helping pharmacists achieve goals such as owning a pharmacy, expanding their business, and improving patient care.

What will I do during my time at NCPA?

Activities during the rotation vary depending on organizational priorities at the time of your rotation. Students have the opportunity to engage with pharmacists and professionals across multiple departments, including Strategic Initiatives, Student Affairs, Government Affairs, and others.

You will work directly with NCPA staff on a variety of projects and resources used to educate and support members. Opportunities may also arise to attend internal and external industry-related meetings, as appropriate. NCPA is committed to tailoring each rotation experience to align with the student's professional interests whenever possible.

Throughout the rotation, students will actively develop and refine verbal and written communication skills. Required projects include:

- Authoring a feature article for *America's Pharmacist*, NCPA's monthly publication, focused on a student-selected topic relevant to independent community pharmacy
- Preparing and delivering a professional presentation to NCPA staff on a topic mutually agreed upon by the student and preceptor

When is my application due?

Students interested in being considered for the NCPA APPE rotation must submit a complete application by **November 30**. All required application materials, including letters of recommendation, must be received by this date. Applicants will be notified of their application status by the end of December via email.

What do I need to include in my application?

All applicants must submit the following materials:

- A completed application form, including contact information and preferred rotation dates (*NCPA accepts 4-, 5-, and 6-week rotation blocks*)
- A one-page letter of intent outlining your interest in the rotation, career goals, and how the experience will support those goals
- A one-page letter of recommendation from a faculty member, dean, employer, or pharmacy mentor supporting your ability to succeed on this rotation
- A current résumé or curriculum vitae (CV)

Where do I stay while I'm at NCPA?

NCPA offers both **in-person and virtual** rotation experiences. Housing is not provided, and students are responsible for securing their own accommodations. The Washington, DC metropolitan area is highly transient, making short-term housing relatively accessible.

Transportation throughout the area is convenient due to an extensive public transit system. The NCPA office is located directly at the King Street–Old Town Metro Station, which significantly expands housing options for commuting students.

Is there a stipend associated with the rotation?

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

Is there a dress code for the rotation?

NCPA maintains a professional and collaborative workplace environment. The standard dress code is **business casual**. White coats are not required, as this is a non-clinical rotation.

On days involving meetings with external stakeholders or industry partners, students may be expected to wear business attire. Students should use professional judgment and consult with their preceptor as needed.

What are the hours of the rotation?

Students are expected to participate in the rotation **Monday through Friday from 9:00 a.m. to 5:00 p.m. (Eastern Time)**, with a one-hour lunch break taken between 12:00 p.m. and 2:00 p.m.

For **in-person rotations**, students are expected to be present at the NCPA office during scheduled hours. For **virtual rotations**, students are expected to be available online during core business hours and actively participate in scheduled meetings, projects, and assignments as directed by the preceptor.

Exceptions may occur for preceptor-approved meetings, events, or project-based work outside of standard hours. Any anticipated time away from the rotation for interviews or other professional obligations should be discussed with the preceptor prior to the start of the rotation.

How do I get to the NCPA office?

The NCPA office is located in **Old Town Alexandria** at the **King Street–Old Town Metro Station**, which serves the Blue and Yellow lines.

Public transportation (Metrorail or bus) is the recommended method of commuting. Parking is not available for rotation students. Some students also choose housing within walking distance of the office.

For additional information on public transportation, visit www.wmata.com.

What if I have additional questions?

Please contact NCPA Student Affairs at studentaffairs@ncpa.org.