

APhA-APPM Medication Management SIG MTM Content Development for Pharmacist.com

Volunteer Opportunity Title: MTM Content Project Manager

Application Available At: <https://apha.secure-platform.com/a/solicitations/home/1239>

of Volunteer Opportunities: 1

Project Description:

Help advance the profession of pharmacy, build your leadership skills, and develop valuable practice resources! APhA-APPM's Medication Management SIG is developing content for APhA's MTM webpage and is looking for an individual to serve as a Project Manager. This individual will help to recruit and oversee project volunteer groups and help ensure the volunteer groups and the individual projects are moving forward in a timely manner. This volunteer will work closely with the Medication Management SIG Coordinator and Coordinator-Elect and APhA SIG Staff Liaison.

Draft Project Timeline

Date	Activity	Activity Category
December 21	Call for Volunteers Opens	Volunteer Selection
January 21	Call for Volunteers Closes	Volunteer Selection
January 28	Volunteers Selected/Notified	Volunteer Selection
February 7	Introductory Call with Selected Volunteer	Project Development
Through September 6	Oversees assigned projects and liaises with SIG leaders and designated APhA staff	Project Development

Volunteer Engagement Expectations

- Communication with volunteers by the MTM Content Project Manager and SIG leaders will be primarily by email and on occasion by phone.
- In email notifying of selection for the project, volunteers will be asked to complete a poll to determine date/time of a conference call with the Project Manager and/or SIG leaders to introduce the project, discuss expectations and deadlines and answer any questions.
- Follow-up will be done via email.
- Google Drive will be used to house all materials related to the project (a specific folder will be created for storage of content)
- Draft content can be created within Google Docs or outside Google Drive and uploaded once complete. If content is created outside Google Drive, volunteers will work together to ensure everyone in the group has access of the most current version of the document.
- Volunteers can direct any questions regarding the project to the Project Manager via email.
- If volunteers are delayed in completing the required items and anticipate they will be unable to meet the deadline, they should contact the Project Manager as soon as possible so arrangements (including potential deadline extension or reassignment) can be made.