Pharmacy & Therapeutic Competition Guidelines

**Presentation Requirements:**

1. Teams will also prepare a P&T Committee monograph (20-page maximum) and a PowerPoint presentation (30-minute maximum), and present this information before the P&T Competition Judging Panel on the competition date. These requirements may change based on the final case study. Detailed instructions will accompany the case study.
2. In addition to team PowerPoint slides, each team may provide handouts **(5 pages maximum)** for the judges to aid in their presentation. Due to time constraints, teams may not present more than 30 PowerPoint slides.
3. **Coaching:** Faculty and/or Student Chapters **MAY NOT** conduct coaching sessions involving review and critique of previous team materials and presentations. Faculty and staff may be consulted to verify or clarify information gathered through independent research. General assistance with presentation and writing skills is also permissible.Teams may NOT confer with members of competing teams; however, team members may review previous years’ team materials with previous years’ team members, provided that all teams have equal access.
4. **Research:** ***All resources must be referenced in all submitted materials***. As in real life, team members should access all available evidence sources to confirm the validity of the evidence presented in the dossier and to validate the manufacturer’s value argument.Judges may challenge the team on the source and validity of any claims made in the summary or presentation.
5. **Models:** In the absence of an economic model provided by the manufacturer, a few teams in previous competitions have developed their own models to better inform their coverage decision. This is permissible but will not earn additional points. **Models may not exceed 5 pages unless specifically stated**.
6. Following local competition completion, no further changes to presentation materials are allowed prior to the national competition unless new evidence has become available that causes the team to change/modify their recommendation to the P&T Committee. In this case, both the original and revised recommendation must be documented and justified.

### Submission Format

**Written Report Format**  
All written documents, with the exception of evidence tables and the Monograph, must conform to these requirements. Teams will lose points for not following these requirements.

1. Microsoft Word only…no PDF files
2. 1.5 line spacing
3. Times New Roman, 12-point font
4. One (1) inch margins – top, bottom, left and right,
5. Pages must be numbered with Chapter identification number as a header on each page (12-point font only)
6. Submit answers to case study questions as one document (include question at top of first page of corresponding answer)
7. One cover page is permissible but must not contain graphics or any AMCP Chapter or team member identifying information except for the identifying number
8. Monograph Exceptions: Times New Roman text, 12-point, 1-inch margins, single line spacing (evidence table pages are to be in landscape format, may have 0.5-inch margins, and text in evidence tables may be no smaller than 8-point and no larger than 9-point font)

**PowerPoint Presentation Format**

1. All teams must use the AMCP approved template – no exceptions. (This will be sent out with the case study)
2. All slides must be readily printable in either grayscale or black and white with no manipulation of colors or fonts required due to loss of content in the conversion from color to B&W, especially charts, graphs and tables

### Method of Evaluation

Judging consists of two major portions; a written evaluation and team presentations. Each section will be graded separately. The scores will then be combined to determine the overall winner of the competition.

**Written Portion**  
The student monographs will be provided to judges at least two weeks prior to local competition and each judge will be responsible for grading only one portion of the monograph. Two separate judges will grade each written portion and the average of the two scores will be your team’s grade for the written material portion.

**Presentation Portion**  
The judges will be divided into two (2) panels consisting of three (3) judges each. Judges will individually score the presentations according to the scoring sheet which will be provided at the competition. After all teams have been evaluated all judges will convene and determine the overall best presentation.

Presentation Time Limits - Local and National Competition: Each P&T Competition team will have a total of 60 minutes – 5 minutes to set-up; 25 minutes to present; 25 minutes for P&T Committee Competition Judging Panel questions, and 5 minutes to breakdown.

**Overall Winner Determination**  
Immediately after the best presentation has been determined, the presentation scores will be normalized. The written and presentation scores will then be combined and the overall winner will be determined. In the event of a tie the judging panel will determine the winner.

**Satisfactory/Unsatisfactory**  
To receive a satisfactory grade, your team must submit

1. Drug monograph
2. Answers to team exercise questions provided by the AMCP Foundation
3. Word/excel documents for any calculation(s)
4. Presentation slides
5. Team presentation

**Letter Grade (Chapter Specific)**  
To receive a letter grade, your team must submit

1. All requirements necessary for a satisfactory grade
2. Materials will be then graded by the Course Coordinator