



Utah Society of Health-System Pharmacists
Internship Application for 2026-27 Cycle

Purpose:

Utah Society of Health-System Pharmacists (USHP) promotes the advancement of pharmacists practicing within health-systems by developing programs, disseminating information, improving communication, promoting research, and advocating for health-system pharmacy. USHP is passionate about supporting the future generation of health-system pharmacists and pharmacy technicians and cultivating a diverse and inclusive future for our profession.

USHP values the contributions of student interns. Page 2 provides an overview of the intern program and selection process, and pages 3-4 include the standard operating procedure.

Deadline: This application form must be received by **Friday, March 20 at 11:59 PM.**

Email completed application and supporting documents to: board@ushp.org

Questions? Contact board@ushp.org

Name of applicant: _____

PharmD Candidate at (select one) Roseman University University of Utah

OR

Pharmacy technician candidate at: _____

Expected year of graduation: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone number: _____ Email address: _____

Supporting documents: **In addition to this completed form, include 1) a current CV, 2) a letter of intent, AND 3) a letter of reference from an instructor, supervisor, or faculty member.** The letter of intent should describe motivation for joining the USHP team as an intern. The reference writer may submit their letter directly to board@ushp.org.

USHP Internship Program Overview

Program Description & Benefits

Each year, up to two (2) pharmacy student or technician-in-training candidates will be selected to serve as USHP interns for a one-year term from July 1 to July 30 of the following year in an unpaid, volunteer capacity.

Interns should be able to commit approximately 2 hours per week of service to USHP, although this commitment will vary from week to week during the term. Interns have the unique opportunity to learn the inner workings of a professional organization. Becoming an intern of an ASHP State Affiliate can facilitate networking, learning, and serve as a bridge to future job or leadership opportunities at both the state and national level.

Program Objectives

- Educate pharmacy learners about the role of professional pharmacy organizations
- Create opportunities for learners to network within Utah's health-system pharmacy community
- Provide learning experiences for interns which also assist in service of USHP membership
- Learn ways in which USHP may better serve student and technician-in-training members
- Serve as a means by which learners may increase or enhance their skills, which could promote future job, residency and/or leadership opportunities

Applicant Requirements

- Pharmacy student applicants should have at least completed the first year of an ACPE-accredited (or candidate status) Doctor of Pharmacy program. Applicants may also be technicians-in-training who are current students of an ASHP-accredited (or candidate status) pharmacy technician training program. Interns will be selected such that a variety of schools/programs are represented.
- Candidates will submit a CV, a letter of intent, and a letter of reference from an instructor, supervisor, or faculty member.
- Interns must reside in the state of Utah, possess an active pharmacy intern license (or pharmacy technician trainee license, if applicable) in good standing, and be active members of USHP.

USHP Intern Standard Operating Procedure and Guidelines | 2026

The purpose of this Standard Operating Procedure (SOP) is to provide the intern of the Utah Society of Health-System Pharmacists (USHP) with clear guidance of expected roles, responsibilities and expectations during their year of service with the organization. The goal of the internship is to support the work of USHP while providing meaningful leadership and professional development experience.

Mentorship & Support

- € The intern will be paired with the President-elect, who will serve as a mentor throughout the year. Regular mentor check-ins will occur and may be adjusted based on schedules and project needs. The following topics commonly discussed include:
 - ☒ Updates on active projects in-flight by the intern
 - ☒ Barriers or support needs
 - ☒ Upcoming meetings, deadlines, milestones, etc.
 - ☒ General check-ins on the internship experience as a whole

Biannual Newsletter

- € The intern is expected to take the lead in coordinating the USHP biannual newsletter. The intern will work with the executive board, membership, and committees.
- € Content for each newsletter should be prepared and requested weeks or months before the publish date and should further be sent for review to the president/president-elect and communications committee **at least 2 weeks prior** to publish date.
- € Prior to starting the newsletter the intern must receive Neon One training and prove baseline competence in navigating the platform
- € Standard Newsletter Topics:
 - ☒ A message from the current or upcoming President
 - ☒ Committee highlights or introductions
 - ☒ Legislative and advocacy updates
 - ☒ Residency continuing education (CE) updates
 - ☒ Upcoming USHP events
 - ☒ Announcements and opportunities to get involved
 - ☒ A brief note from the intern

Committee Involvement

- € The intern is encouraged to join at least one USHP committee (advocacy, communications, membership, program, nominations & awards, technician). It is expected that once the intern has joined a committee, they will attend committee meetings and contribute to the dialogues/project work that support committee initiatives.
- € The intern is may also choose to work on projects that support communications, outreach or organizational improvement in coordination with their mentor.

Executive Board Meetings

- € It is expected that the intern attend the monthly board meetings and give updates about projects when appropriate

Connection with Pharmacy Students

- € The intern serves as a connection point between USHP and pharmacy students at Roseman University College of Pharmacy and the University of Utah College of Pharmacy. This includes but is not limited to:
 - ∅ Sharing information about USHP events and opportunities (e.g. Annual Meeting)
 - ∅ Encouraging student involvement in committees and the intern role
 - ∅ Coordinating with ASHP student chapter leadership
 - ∅ Supporting communication between student leaders and USHP

Transition

- € As the intern's term nears its end, it is expected that the intern will aid the president and president-elect in the recruitment and transition to the upcoming intern, including sharing resources, timelines, and any project pass-off information.

Helpful Resources:

- € USHP website: <https://www.ushp.org/>
- € Past Newsletters from interns (available under [USHP board](#) in OneDrive)
- € Canva: This can be used to design flyers to be used online or printed for advertising of USHP events; coordinate with mentor to get pro access