



Pharmacy Residency Program Resident Responsibilities

Appendix A - Requirements Definitions and Completion Checklist

Resident Name: _____

Date: _____

1. Licensure within 90 days of hire.
 - a. Pharmacy licensure in Arkansas is a requirement for PGY1 residents at CHI St. Vincent.
 - b. NAPLEX testing and the Arkansas pharmacy law exam should be attempted prior to beginning the residency.
 - c. The resident will provide the department the licensure certificate for display during the resident's year. Licensure must be obtained no later than 90 days from the first day of the residency year. The resident is responsible for maintaining licensure and any required continuing education documentation for licensure.
 - i. Copy of pharmacist license in Portfolio

2. Successfully complete all required learning experiences (LEs). Successful completion is defined as:
 - a. Completion of all activities outlined in the syllabus.
 - b. Evaluation of all objectives is required thru PharmAcademic.
 - c. 80% of all goals and objectives in each required learning experience must be "satisfactory progress" or "achieved" for successful completion of the LE.
 - d. Resident is "on track" - indicating all required learning experiences to date meet the above criteria.
 - e. Required Learning Experiences Completed:
 - i. Antimicrobial Stewardship
 - ii. Cardiology
 - iii. Cardiovascular Critical Care
 - iv. Critical Care
 - v. Emergency Medicine
 - vi. Hospital Pharmacy Practice
 1. Documentation of 5 Progress Notes for Clinical Consults for Portfolio
 - vii. Infectious Diseases
 - viii. Internal Medicine
 - ix. IV Nutrition
 - x. Medication Safety
 1. ISMP Action Agenda Assessment
 2. Pharmacist Competency or Equivalent
 3. Swiss Cheese Story
 4. Minutes documentation (Opioid Stewardship and Medication Safety)
 - xi. Orientation
 - xii. Pharmacy Administration
 1. Pharmacy Newsletter authored by Resident
 2. P&T Minutes
 3. Resident Biography (including post-residency)
 4. Recommendations for future MUE ideas
 - xiii. Research Project

1. Recommendations for future research project ideas
2. Research Certificate Documents including data spreadsheet, IRB protocol, manuscript, abstracts, and all research presentation materials in Portfolio
3. IRB close out documents in Portfolio
- xiv. Teaching and Presentations
 1. Portfolio should include:
 - a. Written feedback to student
 - b. Journal Club documents
 - c. Presentations
 - d. Topic Discussion documents
3. Receive “satisfactory progress” and “achieved” completion on all goals and objectives by program completion.
 - a. Resident is “on track” – indicating resident meets above criteria for at least 3 objectives by the end of Quarter 1, at least 8 objectives by the end of Quarter 2, and at least 16 objectives by the end of Quarter 3.
 - b. Resident is “not on track”.
4. Receive “ACHR” completion on at least 85% of all objectives. All objectives in R1 (Patient Care) must be “achieved”.
 - a. Resident is “on track” to receiving 85% “ACHR” indicating resident meets above criteria for at least 1 objective by the end of September, at least 2 by end of October, at least 4 by the end of November, at least 8 objectives by the end of January, at least 16 by the end of February, at least 21 by the end of March, at least 23 by the end of April, at least 26 by the end of May.
 - b. Resident is “not on track” to receive 85% “ACHR”.
 - c. Resident is “on track” to receive 100% ACH for R1 indicating resident meets above criteria for at least 1 objective by the end of September, at least 2 by end of October, at least 4 by the end of November, at least 6 objectives by the end of January, at least 7 by the end of February, at least 8 by the end of March, at least 9 by the end of April, at least 10 by the end of May.
 - d. Resident is “not on track” to receive 100% ACH for R1
5. Complete a research project and manuscript satisfactorily including presentation of results.
 - a. Each resident will conduct a research project over the course of the residency year. This project will include idea development, literature review, study design, IRB submission, data collection, data analysis, data interpretation, oral presentation, and a written manuscript.
 - b. CHI St. Vincent official PowerPoint formatting is required. Residents should always include information about the organization in the presentation.
 - c. The written manuscript should include identification of an appropriate journal for potential submission. Formatting for the manuscript should follow the recommendations of the designated journal. The manuscript must be written and submitted in final form prior to completion of residency.
 - d. The manuscript must be reviewed by the project mentor(s) and approved by the residency director.
 - e. The resident must be first author on the manuscript and will be responsible for submission and revisions to a journal. If the resident fails to submit the manuscript for publication within 90 days of completion of the residency, the manuscript becomes the ownership of CHI St. Vincent Pharmacy department and the resident’s name will be removed as the primary author.
 - f. Project results will be presented prior to the completion of the residency.
 - g. IRB Close Out Process is completed.
 - h. Resident is “on track” to completing the research project by meeting all deadlines to date.
 - i. Resident is “not on track” to completing the research project by meeting all deadlines to date.
6. Present a poster at a clinical meeting.

- a. CHI St. Vincent official poster format is required.
7. Present at least 2 in-services to pharmacists.
- a. Pharmacist in-services should be a minimum of 30 minutes and be on topics relevant to the majority of pharmacists.
 - b. Feedback from preceptors will be given immediately after presentation.
 - c. Education will be presented to the pharmacy department and/or other multidisciplinary clinicians.
 - d. CHI St. Vincent official PowerPoint format is required.
 - e. Presentations to be saved in portfolio.
8. Participate in and present articles for Journal Club
- a. Resident attendance is required at all sessions performed by co-residents and students unless extenuating circumstances exist. The primary goal of journal club is to exercise skills in critical thinking and literature evaluation.
9. Participate in Multidisciplinary Rounds
10. Complete ACLS Certification and attend "Code Blue" events
- a. Certification obtained (and saved in portfolio)
 - b. Residents will alternate carrying the code pager and attending code blue events throughout the residency year.
11. Precept at least one APPE pharmacy student as assigned.
- a. Participation in Teaching Activities – Resident involvement in the teaching activities fosters development and refinement of the resident's communication skills, builds confidence, and promotes the effectiveness of the resident as a teacher. Residents will serve as co-preceptors along with preceptors for APPE pharmacy students and participate in in-services, topic discussions, case studies, etc. Residents will work with and be evaluated by a preceptor. Residents are strongly encouraged to participate in a teaching certificate program.
12. Review, Compile, and Assess Medication Errors and ADRs as assigned.
- a. Resident is "on track" indicating resident has met deadlines and completed assignments to date.
13. Participate in drug policy or protocol development.
14. Participate in residency recruitment efforts.
- a. Each resident will assist with the recruitment efforts of the program. Because each resident is an important source of information and advice for potential candidates, there will be some scheduled time within the interview process for interviewees to interact with current residents. Additionally, each resident is required to spend time providing information to interested parties during the ASHP Midyear Clinical Meeting and residency showcases.
15. Participate in patient safety and quality improvement initiatives.
- a. Residents will help compile monthly data for the department's annual safety initiatives.
 - b. Resident is "on track" indicating resident has met deadlines and completed assignments to date.
 - c. Resident is "not on track" with deadlines and completed assignments to date.

16. Complete 2 medication use evaluations (MUE)
 - a. Residents will complete two medication use evaluations during the residency year as assigned by the Pharmacy Clinical Manager, RPD, or ID Clinical Pharmacist Specialist.
 - b. Findings are to be summarized in a 5 minute presentation with recommendations of the most appropriate course of action based on the findings to the P&T Committee and/or appropriate committee.

17. Complete drug monograph(s)
 - a. Residents will complete drug monographs as assigned by the Pharmacy Clinical Manager. Any monographs composed by the resident will be presented by the resident at the applicable P&T meeting (national or local).

18. Complete the Teaching Certificate Program at UAMS.
 - a. Documentation of Feedback to a Student
 - b. Documentation of Topic Discussion with Students
 - c. Link to Teaching Portfolio/Website
 - d. Upload copy of Teaching Certificate to Portfolio

19. Complete the Research Certificate Program at UAMS.
 - a. Manuscript
 - b. Presentation of Results
 - c. Upload copy of Teaching Certificate to Portfolio

20. Maintain acceptable attendance in accordance with policy.
 - a. Residents are expected to attend all functions as required by the Residency Advisory Committee, the respective Residency Program Director and learning experience preceptors. The residents are solely responsible for their assigned operational pharmacy practice, and are responsible for assuring that these service commitments are met in the event of an absence. All leave requests should be discussed in advance with the involved preceptor to assure that service responsibilities can be fulfilled. "Off" requests made prior to the schedule being released can easily be accommodated but changes after the schedule has been released are at the discretion of the primary preceptor and RPD to approve. An excused absence is defined as annual leave or professional leave discussed with and signed off by the respective rotation preceptor and program director. Paid Time Off will only be paid in accordance with Arkansas State Laws. Any unused PTO will be paid out in a lump sum at the completion of residency.
 - b. Resident is "on track" indicating resident has met attendance requirements to date.
 - c. Resident is "not on track" indicating resident has not met attendance requirements to date.
 - d. Resident has signed and completed the duty hours document in the portfolio

21. Participate in Pharmacist Staffing Roles (non-Moonlighting)
 - a. Residents will be expected to staff one evening shift per week and every 4th weekend as a requirement of the Hospital Pharmacy Practice LE.
 - b. Resident staffing shifts will vary depending on departmental needs but will not exceed what is required in the Hospital Pharmacy Practice LE.
 - c. Residents will be scheduled to work every other Friday beginning September 1st. Initial shifts expected include: Order Verification, Front Counter, IV Coordinator, and Dispensing Coordinator.
 - d. Residents are welcome to make shift swaps with each other, or with other pharmacists as long as overtime would not occur.
 - e. Residents will be expected to primarily staff the "decentral clinical pharmacist weekend" (DCP-W) shift for the last 3 months of residency.

- f. Residents will not be expected to staff on decentral clinical shifts or in critical care areas until after they have successfully completed the learning experience associated with each clinical area.
- g. Residents will staff on weekdays no more than 2 shifts in a 6 week period with the exception of holidays and Spring Break.
- h. Residents will not be expected to staff on any major holidays but as a component of the Hospital Pharmacy Practice LE, residents will be expected to staff up to four weekday shifts during the weeks of major holidays (Thanksgiving Day, Christmas Day, and New Year’s Day) as well as Spring Break.
- i. Residents will staff Labor Day and Memorial Day.
- j. Resident is “on track” indicating resident has met staffing requirements to date.
- k. Resident is “not on track” indicating resident has not met staffing requirements to date.

- 22. Complete a self-evaluation of goals in PharmAcademic during Quarter 3 and review it with RPD.
 - a. Self-Evaluation is assigned in PharmAcademic.
 - b.

Resident and RPD must attest that all requirements (above) are completed prior to completion of the year.

Resident Signature

Date

Residency Program Director Signature

Date