PGY1 Community-Based Pharmacy Residency (Specialty) Successful Completion Checklist							
Documents will be uploaded to PharmAcademic and/or resident Microsoft Teams channel (slide deck, final drafts, certificates of completion, etc.). Progress will be assessed quarterly and discussed during quarterly development plan.							
Area	**Requirement**	**# to upload**	**Comments**		**Progress**		
					Q1	**Q2**	**Q3**	**Q4**
Orientation	OH Pharmacist License (within 90 days of start date)	1	Date: ; License#:					
	Basic Life Support (BLS) Certificate	1	Exp:					
	Immunization certificate	1						
	Orientation checklist submitted	1						
	Initial self-reflection & entering-interests form	1	In PharmAcademic					
Community Service	Community outreach events (4)	4	Update quarterly via resident monthly report					
Staffing	Completion of staffing requirement	36						
	On call (at home) rotation (including one week containing a holiday)	6 weeks						
Monthly Report	Complete report to RPD by the 7th of each month	12	In PharmAcademic					
Large project/ research (R2.1.1-R2.1.6)	**Title:**							
	IRB approval	1						
	Platform style or poster presentation	1	Date:	Meeting:				
	Manuscript submitted to journal	1	Date:	Journal:				
	Project entered into RedCap for closeout	1						
Advancing community practice (organizational leadership and population health management)	Prepare or revise a drug class review, monograph, treatment guideline, treatment protocol, utilization management criteria, and/or order set. (R.1.4.2)	1						
	Minor project with business plan for a new or enhanced service (R2.1.2, R2.1.6) • Project Plan • Project Report (poster/PowerPoint or written documentation) • Business Plan	1 (of each bullet point)						

	Present at Administrative Campus Leadership Meeting (R3.3.2)	1					
	Attends required conferences • ASHP Midyear • OPA • NASP or ASHP Summer Meeting	3					
Education/ Presentations (R4.1.1-R4.1.3))	Large Project Defense	1	Date:				
	Resident Conference •	2					
	Seminar	1	Title:				
	Large Project Results	1					
	Ambulatory Care monthly	2	Audience: primary care and specialty clinic/ specialty pharmacists				
	Administrative Campus Learner Topic Discussion Series (Verbal education to students)	1	Audience: learners				
	Written Education (to healthcare professionals <u>OR</u> patients, caregivers, and members of the community)	1	OK to 'double dip' with community outreach events if applicable				
Teaching & Precepting (R4.2.1)	Completion of NEOMED Teaching Certificate (TLC)	1	Upload certificate of completion				
	TLC Teaching Philosophy & Portfolio	1					
	Conduct formative student rotation evaluations	2	Upload copies of written evaluations				
	Co-precept student rotation	3	Focus months:				
Patient Notes/ documentation (R1.1.5, R1.2.3)	De-identified patient care notes: • Care Coordination Center (CCC) • Ambulatory Care Clinics • Patient Centered Dispensing • Longitudinal follow-up	10 4 4 4	CCC (6 new patient notes and 4 ongoing patient assessments, all disease state focus must be utilized at least once) Ambulatory Care Clinics (4 patient care notes – at least 1 from each disease state focus area) Patient-Centered Dispensing (Any area of focus with progress note/patient documentation) Longitudinal follow-up (at least 2 notes from separate encounters illustrating				

			longitudinal follow up with patient in at least 2 different disease state focus areas)				
	Submit exit interview to RPD	1					
	All PharmAcademic evaluations submitted/cosigned		Date:				
	Phone, laptop, chargers returned		Date				
	Competency Area R1 % Achieved for residency (ACHR)*	100%					
	Objectives ACHR (R2, R3, R4)*	80% With no NI not followed by SP or ACH					
	Completion of all required residency rotations (as outlined in Program Structure)	11					

* A resident must achieve for the residency (ACHR) all the objectives in R1. A resident must ACHR 80% of the objectives in R2, R3, and R4. And by the end of the residency, there can be no objectives that are rated as Needs Improvement not followed by a Satisfactory Progress or Achieved during the residency.