PGY1 Community-Based Pharmacy Residency Successful Completion Checklist

Documents will be uploaded to Pharmacademic according to the resident deliverable checklist. Progress will be assessed, adjusted, and discussed during quarterly development plan meetings. These are the *minimum* requirements for completion; residents may be assigned additional projects, presentations, etc based on interest or need for further development. **Bolded** items are deliverables required by ASHP.

<table>
<tr><th colspan="2">Requirement</th><th colspan="4">Date Completed</th></tr>
<tr><td colspan="2">Obtain Ohio Pharmacist License as soon as possible, but must be licensed within 90 days of start date</td><td>Click or tap to enter a date.</td><td colspan="3">License #:</td></tr>
<tr><td colspan="2">Active Basic Life Support (BLS) & Immunization Certificates</td><td colspan="4">Expiration date:</td></tr>
<tr><td colspan="2">CITI & GCP Human Research Certificate</td><td colspan="4">Click or tap to enter a date.</td></tr>
<tr><td colspan="2">Completion of 4 Community Service or Outreach events (list dates)</td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="2">Staffing 14 x 8-hour weekend shifts and 2 Cleveland-clinic recognized holidays (16 total shifts)</td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="5">Practice Advancement Projects (R2)</td><td>Completion of a large residency project
<table><tr><td>Title</td><td></td></tr><tr><td>Project Defense</td><td></td></tr><tr><td>IRB approval</td><td></td></tr><tr><td>Results presentation</td><td></td></tr><tr><td>Manuscript Completion</td><td></td></tr><tr><td>Project closeout</td><td></td></tr></table></td><td colspan="4">Click or tap to enter a date.</td></tr>
<tr><td>Manuscript (in publishable form) written and submitted to RPD/PI
Target Journal:</td><td colspan="4">Click or tap to enter a date.</td></tr>
<tr><td>Completion of a small project with final report (MUE, clinical program development/enhancement/analysis, cost or budget analysis, or quality assurance)
<table><tr><td>Project title</td><td></td></tr><tr><td>QA/QI Approval</td><td></td></tr><tr><td>Internal Presentation</td><td></td></tr></table></td><td colspan="4">Click or tap to enter a date.</td></tr>
<tr><td>Business plan for a new or enhanced service</td><td colspan="4">Click or tap to enter a date.</td></tr>
<tr><td>Completion of at least one drug class review, monograph, treatment guideline, treatment protocol, utilization management criteria, and/or order set. (R.1.4.2)</td><td colspan="4">Click or tap to enter a date.</td></tr>
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Completion of Teaching Certificate Program (NEOMED or equivalent certificate program approved by RPD)	Click or tap to enter a date.
Present large project results at an external conference (OPA preferred, OPRC backup) at the discretion of the RPD and Residency Committee (based on institutional travel allowance)	Click or tap to enter a date.
Co-precept 1 APPE rotation Facilitate 2 Topic Discussions Precept 1 Journal Club Provide written feedback for student	Click or tap to enter a date.
Teaching & Education (R4) DI Center Journal Club Resident Conference 1-JC Resident Conference 2-Case Ambulatory Care Monthly 1 Seminar Ambulatory Care Monthly 2 **Written Education (1)**	Click or tap to enter a date.
Completion of each required rotation (see program structure for details) Orientation Community Practice Anticoagulation Primary Care Specialty Pharmacy Employee Health Plan HIV Clinic Transitional Care Management Elective 1: Teaching & Education Practice Advancement & Leadership	Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date.

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<tr><td>A resident must achieve for residency (ACHR) all objectives in R1. A resident must also 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.
<table>
<tr><th>Competency Area</th><th>Quarter 1</th><th>Q1 %</th><th>Quarter 2</th><th>Q2 %</th><th>Quarter 3</th><th>Q3 %</th><th>Program end</th><th>Q4 %</th></tr>
<tr><td>R1 (14 objectives)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>R2, R3, R4 (14 objectives)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
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</td><td>Click or tap to enter a date.</td></tr>
<tr><td>Submit exit interview to RPD</td><td>Click or tap to enter a date.</td></tr>
<tr><td>Completion of all evaluations and requirements in Pharmacademic (i.e. duty hours, monthly reports, resident survey, etc)</td><td>Click or tap to enter a date.</td></tr>
<tr><td>Completed resident close out with residency program coordinator (return phone, laptop, charger, desk clean out, etc)</td><td>Click or tap to enter a date.</td></tr>
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Amy Gustafson

Amy Gustafson, PharmD, BCACP
Residency Program Director, PGY1 Community-Based

Date

Date