



Children's
of Alabama

Pharmacy Resident Program Completion Requirements

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Approvals

- Committee Approval: Rx Leadership P&P Committee approved on 6/3/2025
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Pharmacy Resident Program Completion Requirements

I. Purpose

To delineate Postgraduate Year One Pharmacy Residency Program requirements for successful program completion

II. Scope

This publication establishes the requirements for successful completion of the postgraduate year one pharmacy residency program. All individual and program requirements must be met to obtain a residency program certificate of completion at the conclusion of the residency year.

III. Policy

Upon successful completion of all requirements of the residency program, the resident will be awarded a certificate of completion. This certificate will attest that the resident has achieved competencies consistent with and in accordance with accreditation standards for postgraduate year one pharmacy residency programs as set forth by the American Society of Health Systems Pharmacists (ASHP).

IV. Procedure

RESPONSIBILITIES

1. It is the responsibility of the resident to complete all assigned residency activities in order to receive a residency certificate. Furthermore, it is the responsibility of the resident to comply with all of the organization's policies and procedures as well as conduct oneself in an ethical and professional manner.
2. It is the responsibility of the RPD and preceptors to monitor each resident's progress, note deficiencies, and provide structure and activities to promote growth and success. It is also the RPD and preceptors' responsibility to discuss constructive criticism with the resident and develop a customized action plan along with the resident to improve his/her performance as necessary.
3. Finally, it is the RPD's responsibility to award a residency certificate to residents that have successfully completed the program requirements. In the event that a corrective action plan or dismissal from the program is warranted, it is the responsibility of the RPD, preceptors, and the Pharmacy Director to follow the organization's policies in all aspects of discipline or dismissal.

CERTIFICATE OF COMPLETION REQUIREMENTS

The following is a list of minimum requirements each resident must successfully complete in order to be considered for graduation from the residency and receipt of a certificate of completion. The RPD will monitor resident progress toward completion of these requirements using the Pharmacy Resident Program Completion Requirements Form every 90 days from the start of the residency and at the end of the residency, at which time the RPD will attest that the resident has completed all program requirements prior to awarding of a certificate of completion. If the resident does not successfully complete these requirements, they will not complete the program. The finalized Pharmacy Resident Program Completion Requirements Form will be uploaded into the resident's PharmAcademic files.

1. The resident shall abide by all policies of the residency program, pharmacy department, and health system.
2. The resident must become a licensed pharmacist in the state of Alabama by the date and according to the procedures listed in the "Pharmacy Resident Licensure Policy".
3. The resident must complete the Electronic Resident Development Plan prior to 30 days after the residency start date. This initial plan will include the resident entering self assessment. The resident must then update the Electronic Resident Development Plan every 90 days from the start of the residency and meet with the RPD to review their updated development plan and progress in achieving program objectives and completion requirements.
4. The resident must complete their orientation training, orientation manual checklists, parenteral certification, and required pharmacist competencies by October 1st of the residency year.
5. The resident must obtain BLS and PALS certification by November 30th of the residency year (classes provided).
6. The resident must complete pharmacokinetics certification no later than 2 weeks after completion of the 12 week pharmacokinetics training period. Once certification is completed, for the remainder of the residency year, the resident will provide pharmacokinetics coverage no more often than every 3rd weekend. This will consist of caring for patients not covered by other clinical pharmacists during the day Monday through Friday, Saturday and Sunday day shift coverage, and evening call Monday through Sunday.
7. The resident shall maintain active membership in ASHP, the Pediatric Pharmacy Association (PPA), and the Alabama Society of Health System Pharmacists (ASHP). Failure to maintain active membership may result in non-payment of the resident's registration fees for required meetings of these groups. The resident must attend and participate in resident recruitment efforts at the ASHP Midyear Clinical Meeting, the PPA annual meeting, the ASHP fall meeting, and up to three residency showcases. Residents may attend other professional meetings without travel reimbursement at the discretion of their preceptor and the residency director if the residency schedule permits.
8. The resident must complete a major residency practice related project that is approved by the RPD. The project preceptor will provide the resident with a list of expectations and deadlines for the project and determine and verify for the RPD full completion of the project expectations at project end. These expectations must include, at minimum:
 - a. A project proposal
 - b. Submission of an abstract to PPA
 - c. Up to three practice presentations of the project findings to peers, preceptors, and other healthcare professionals
 - d. Presentation of the project findings at the PPA annual meeting
 - e. Submission of the final project results in a manuscript form suitable for publication no later than June 15th of the residency year
9. The resident shall participate in the application review and interview process for residency program applicants.
10. The resident must satisfactorily complete all required/core learning experiences. At minimum, residents must be present on rotation for 3 weeks of a 4 week learning experience and 4 weeks of a 5 week learning experience in order to complete the rotation.
11. The resident must complete, at minimum, these required deliverables and save them in the appropriate folder in the Resident's files in PharmAcademic.
 - a. One drug monograph
 - b. One class review
 - c. A residency project proposal
 - d. A written medication use evaluation (MUE) report or slides from presentation of the MUE results to the appropriate committee(s)
 - e. Slides from the presentation of the major project

- f. A written residency project report
 - g. One newsletter article focused on medication management
 - h. Slides from the presentation of an Accreditation Council for Pharmacy Education (ACPE) approved continuing education program for COA pharmacists
12. The resident must complete all assigned PharmAcademic evaluations within 7 days of their due date. The resident shall upload copies of all other rotation-related, evaluated materials and projects not specified above into PharmAcademic, with the exception of those containing identifiable patient-specific information. Electronic copies should also be maintained in a designated pharmacy folder.
 13. The resident shall participate in, and successfully complete, the Teaching and Learning Certificate (TLC) program provided by Samford's McWhorter School of Pharmacy. If the resident has completed an equivalent TLC program prior to residency training and can provide evidence of an appropriate certificate of completion, this criteria may be waived and the six TLC assigned objectives may be marked by the RPD as achieved for residency (ACHR).
 14. The resident shall work their assigned hours, minimum 8 hours per day. The resident shall complete all staffing shifts as assigned, including distributive pharmacist functions. This includes working every third weekend, every third Thursday 2nd shift, and other designated, prearranged shifts during the residency year, including some holidays.
 15. The resident must ACHR a minimum of 27 of 31 program-required objectives. No objectives can be rated as needs improvement (NI) on final rating.
 16. At the conclusion of the residency, the resident shall complete an exit interview with the RPD to provide suggestions for improvement of the residency program.
 17. The resident shall return their identification badge, pager, keys, and other Children's of Alabama property at the completion of the residency.

V. Definitions

ACPE: Accreditation Council for Pharmacy Education

AISHP: Alabama Society of Health System Pharmacists

ASHP: American Society of Health System Pharmacists

MUE: Medication Use Evaluation

TLC: Teaching and Learning Certificate

PPA: Pediatric Pharmacy Association

RPD: Residency Program Director

RAC: Residency Advisory Committee

NI (needs improvement) – Deficient in knowledge/skills in this area; Often requires assistance to complete the objective; Unable to ask appropriate questions to supplement learning

SP (satisfactory progress) – resident performing and progressing at a rate that should eventually lead to mastery of the goal/objective

ACH (achieved) – Fully accomplished the ability to perform the objective independently in the learning experience; Rarely requires assistance to complete the objective/minimum supervision required; No further developmental work needed

ACHR (achieved for residency) – Resident consistently performs objective independently at the ACH level across multiple settings/patient populations/acuity levels for the residency program

VI. Processes

Satisfactory completion of all rotation requirements and evaluation status of included goals/objectives is determined by the primary preceptor for the rotation. Completion of other overall residency program requirements must be deemed satisfactory by the RPD, as documented on the Pharmacy Resident Program Completion Requirements Form.

ACHR may be designated through the following methods:

1. Rotation preceptors may deem individual objectives as ACHR if the resident has ACH during the learning experience and the preceptor feels the resident will only need facilitation to perform this skill throughout the rest of the residency.
2. The RPD will designate objectives as ACHR if they have been marked as ACH in two learning experiences or on the final evaluation of a longitudinal rotation.
3. The RPD will remove an ACHR status if an objective is subsequently marked as NI.
4. Determination of any other ACHR status change (addition or removal) must be made by majority vote of the RAC.

The resident reports to and is supervised by the rotation preceptor, the Residency Program Director (RPD), and the Clinical Coordinator (CC). Decisions as to completion of residency program requirements lie with the RPD. Determination that a resident will not complete the program will be confirmed by the RAC. The CC and Director of Pharmacy (DOP) will make the final decision if the RAC is divided.

VII. Reference/Regulations

www.ashp.org

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Attachments:
(REFERENCED BY THIS DOCUMENT)

[Pharmacy Resident Applicant Evaluation and Selection Procedures](#)
[Pharmacy Resident Dismissal and Disciplinary Policy](#)
[Pharmacy Resident Duty Hours Policy](#)
[Pharmacy Resident Leave Policy](#)
[Pharmacy Resident Preceptor Requirements](#)
www.ashp.org

Other Documents:
(WHICH REFERENCE THIS DOCUMENT)

[Pharmacy Resident Dismissal and Disciplinary Policy](#)
[Pharmacy Resident Program Completion Requirements Form](#)
[Pharmacy Resident Dismissal and Disciplinary Policy](#)
[Pharmacy Resident Duty Hours Policy](#)
[Pharmacy Resident Applicant Evaluation and Selection Procedures](#)
[Pharmacy Resident Leave Policy](#)
[Pharmacy Resident Preceptor Requirements](#)
[Pharmacy Resident Moonlighting Policy](#)
[Pharmacy Resident Licensure Policy](#)

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