



Children's
of Alabama

Pharmacy Resident Program Completion Requirements

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Approvals

- Committee Approval: Rx Leadership P&P Committee approved on 10/12/2021
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Revision Insight

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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 and review and update the list quarterly during meetings to discuss the resident's development plan using the Pharmacy Resident Program Completion Requirements Form. The RPD will review this list at the end of the residency, update as needed, and 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 is expected to 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 is expected to complete an initial objective-based self-evaluation and a survey of career interests, prior experience, and areas of strength and weakness prior to residency start. The resident is then expected to work with the RPD to develop a customized plan for their training and to meet with the RPD quarterly to review and update this plan and review the resident's progress in achieving program objectives and completion requirements.
4. The resident must complete their orientation training, orientation manual checklists, and required pharmacist competencies by October 1st of the residency year.
5. The resident is expected to obtain BLS, PALS, and parenteral certification by November 30th of the residency year (classes provided).
6. The resident is expected to 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 for patients not covered by other clinical pharmacists during the day and pharmacokinetics evening call every third week.

7. The resident is expected to maintain active membership in ASHP, the Pediatric Pharmacy Association (PPA), and the Alabama Society of Health System Pharmacists (AISHP). Failure to maintain active membership may result in non-payment of the resident's registration fees for required meetings of these groups. The resident is expected to attend the ASHP Midyear Clinical Meeting, the PPA annual meeting, the AISHP 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 is expected to participate in resident recruitment efforts, including the ASHP Midyear Clinical Meeting Residency Showcase, the AISHP Residency Showcase, and up to two other state residency showcases.
9. The resident is expected to complete all assigned PharmAcademic evaluations in a timely manner, preferably within 7 days of their due date. The resident is also expected to ensure that copies of all rotation-related, evaluated materials and projects are uploaded into PharmAcademic, with the exception of those containing identifiable patient-specific information. Electronic copies should also be maintained in a designated pharmacy folder.
10. The resident is expected to 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.
11. The resident is expected to work their assigned hours, minimum 8 hours per day.
12. The resident is expected to complete a major residency 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
13. The resident must complete all required learning experiences.
14. The resident must complete all assigned evaluations in PharmAcademic.
15. The resident is also expected to participate in the interview process for residency program applicants.
16. The resident is expected to conduct at least one medication use evaluation and present the results at an assigned committee meeting.
17. The resident is expected to achieve for the residency (ACHR) a minimum of 31 of 34 program-required objectives. All objectives under patient care standard R1 must be rated as ACHR. No objectives can be rated as needs improvement (NI) on final rating.
18. The resident is expected to return their identification badge, pager, keys, and other Children's of Alabama property at the completion of the residency.

V. Definitions

AISHP: Alabama Society of Health System Pharmacists

ASHP: American Society of Health System Pharmacists

PPA: Pediatric Pharmacy Association

RPD: Residency Program Director

RAC: Residency Advisory Committee

NI (needs improvement) – resident is not performing at a level expected of similar residents at that particular time; significant improvement is needed to meet this goal/objective during the residency year

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

ACH (achieved) – this designation indicates that the resident has mastered this goal/objective for this rotation and can perform the task independently or upon request for this experience/population

ACHR (achieved for residency) – this designation indicates that the resident has mastered this goal/objective and can perform associated tasks independently across the scope of pharmacy practice

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. Rotation preceptors may deem individual goals/objectives as ACHR. The RPD may also deem goals/objectives as ACHR if they have been marked as ACH by two or more preceptors. The RPD may also remove an ACHR status provided by a preceptor if another preceptor marks the same goal/objective as NI. Determination of any other ACHR status (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: [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](#)
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