

PGY1 & PGY2 Pharmacy Residency Programs Manual 2020 – 2021

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Residency Purpose Statement

PGY1 pharmacy residency programs build on Doctor of Pharmacy (PharmD) education and outcomes to contribute to the development of clinical pharmacists responsible for medication-related care of patients with a wide range of conditions, eligible for board certification, and eligible for postgraduate year two (PGY2) pharmacy residency training.

PGY2 pharmacy residency programs build on Doctor of Pharmacy (PharmD) education and PGY1 pharmacy residency programs to contribute to the development of clinical pharmacists in specialized areas of practice. PGY2 residencies provide residents with opportunities to function independently as practitioners by conceptualizing and integrating accumulated experience and knowledge and incorporating both into the provision of patient care or other advanced practice settings. Residents who successfully complete an accredited PGY2 pharmacy residency are prepared for advanced patient care, academic, or other specialized positions, along with board certification, if available.

Program Overview

The PGY1 and PGY2 Pharmacy Residencies at UCHealth Memorial Hospital provide the resident with the skills and knowledge required to become a competent pharmacy practitioner or clinical pharmacy specialist.

The PGY1 program is a twelve-month, postgraduate training experience composed of five competency areas: 1) patient care; 2) advancing practice and improving patient care; 3) leadership and management; 4) teaching, education, and dissemination of knowledge; and 5) management of medical emergencies.

The PGY2 Oncology program is a twelve-month, postgraduate training experience composed of six competency areas: 1) patient care 2) advancing practice and improving patient care 3) leadership and management; 4) teaching, education, and dissemination of knowledge; 5) oncology investigational drugs; and 6) publishing

The PGY2 Critical Care program is a twelve-month, postgraduate training experience composed of four competency areas: 1) patient care 2) advancing practice and improving patient care 3) leadership and management; and 4) teaching, education, and dissemination of knowledge.

The specific program for each resident varies based upon the residents' goals, interests, and previous experience. However, all residents are required to complete rotations in core subject areas considered to be essential to the pharmacy practitioner/clinical pharmacy specialist. A broad range of elective rotations are available to permit the resident flexibility in pursuing additional goals. Additional learning experiences aimed at producing a well-rounded pharmacist include the development and completion of a major project relating to pharmacy practice, development of oral and written communication skills, patient education, participation in various departmental administration committees, and practice in various pharmacy areas throughout the hospital. Upon successful completion of the program, trainees are awarded a residency certificate.



Department of Pharmacy Mission Statement

We improve lives through our passionate provision of pharmaceutical care.

In big ways through developing pharmacy learners, delivering optimal pharmaceutical care, and conducting research to advance the profession. In small, personal ways through providing patient education and outstanding service to all customers.

But in all ways, we improve lives.

DRAFT



Administration of the Program

Consistent with the commitment of the hospital and the Department of Pharmacy, a number of individuals play a key role in the administration of the pharmacy residency programs. The Director of Pharmacy has ultimate responsibility for the residency programs. This is accomplished with the assistance of the Residency Program Directors and the members of the Residency Advisory Committees (RAC).

Residency Program Director (RPD)

Pharmacist responsible for the direction, conduct, and oversight of the residency program. Ensures that the program goals and objectives are met, training schedules are maintained, appropriate preceptorship for each rotation period is provided, and that resident evaluations are conducted routinely and based on pre-established learning objectives.

Residency Program Coordinator

Pharmacist who works with the RPD to ensure the direction, conduct, and oversight of the residency program.

Preceptor

Each rotation has a pharmacist preceptor who develops and guides the learning experiences to meet the residency program's goals and objectives, and with consideration of the resident's goals, interests and skills. The preceptor periodically reviews the resident's performance, with a final written evaluation at the conclusion of the learning experience.

Preceptor-in-training

Pharmacists who are new to precepting residents who have not yet met the qualification for a preceptor by ASHP Standards.

Facilitator

Each resident is assigned a preceptor to be their facilitator to advise the resident throughout the year. The facilitator is assigned by the RPD and RAC and may be chosen from the clinical or administrative staff, is ideally PGY1 trained, and has practiced and precepted residents at Memorial Hospital for at least one year. Facilitators review the resident's broad plan and assist them in developing a program of development for the year. On a quarterly basis, the facilitator reviews the residents' progress, and together with the resident, makes modifications in the resident development plan. This meeting should be done in person. The facilitator also guides the resident as they select their project, to find preceptors to assist them with their presentations, and to guide them in career choices. For the PGY2 programs, the RPD will serve as the facilitator to the PGY2 resident.

Project Advisor (Research Project / MUE)

The project advisor assumes primary responsibility to guide the resident in completing the required project. The project advisor may assist the resident in their project selection. Additionally, the advisor assists in defining the scope of the project to assure completion within the time frame of the residency year and planning and implementing the project design. PGY1 residents are required to present the results of their project(s) at ASHP Midyear Clinical Meeting / Vizient University Health System Consortium Pharmacy Network Meeting and/or the Mountain States Residency Conference (as applicable per project timeline). PGY2 residents are required to present the results of their project(s) at ASHP Midyear Clinical Meeting /



Vizient University Health System Consortium Pharmacy Network Meeting and/or the Mountain States Residency Conference or other conference as deemed appropriate by the RPD and Director of Pharmacy (as applicable per project timeline). Residents are invited to submit their project for publication at the ASHP Summer Meeting, ASHP Midyear Clinical Meeting or other meetings as deemed appropriate by the Project Advisor and Research Committee. The project advisor provides guidance concerning the suitability for publication of the research work. Decisions concerning submission should be reviewed for final approval with the resident's program director.

Grand Rounds Advisor

Selected by the resident and agreed to by the advisor, assumes primary responsibility to guide the resident in completing the required grand rounds presentation. The grand rounds advisor assists the resident in selecting a topic, developing objectives, completing ACPE credit paperwork, and ensuring the resident is prepared for their presentation through slide review and practice presentations.

Residency Advisory Committee (RAC)

Standing committee composed of residency preceptors and preceptors-in-training. The committee serves in an advisory capacity to the Director of Pharmacy and RPD and seeks to maintain and improve the quality and consistency of the residency program. The committee provides a forum for all preceptors to discuss common concerns, to develop additional learning experiences, and to promote new and innovative areas of practice. The RPD serves as the Chair of the committee which meets on a monthly basis, at a minimum. The PGY1 lead resident will attend the PGY1 RAC meetings to serve as the secretary and to provide insights from the residency class. The PGY2 resident may attend the PGY2 RAC meetings as determined by the RPD. The specific functions of the committee include:

- Continuous evaluation of the curriculum, goals and objectives
- Quarterly evaluation of the residents' progress
- Evaluation and support of residency projects
- Resident recruitment and selection
- Develop and maintain a robust preceptor group through preceptor development initiatives



Preceptor Selection and Appointment

The RPD for each program is responsible for the selection, appointment, and development of the preceptors. The selection process is as follows:

- Preceptor expresses interest to RPD
- Preceptor completes the “Initial Preceptor Evaluation” form for the respective program and submits to the RPD. The form includes the required preceptor eligibility requirements and qualifications, preceptor development activities over the past year, and a section for RPD comments.
- Preceptor completes the “Preceptor Academic and Professional Record” and submits to the RPD.
- RPD evaluates the preceptor submission, asking for clarification as needed, and determines preceptor eligibility.
 - If the preceptor is determined to be a preceptor-in-training, a preceptor development plan will be created and reviewed with the preceptor. A preceptor advisor will be appointed.
- RPD will provide the preceptor or preceptor-in-training with a Preceptor Appointment Letter outlining the duration of appointment and further information. A copy of this letter will also be sent to the preceptor’s manager.

Annual Preceptor Evaluation

Each year, the preceptor will complete the Preceptor Evaluation Form and update their ASHP Academic and Professional Form. These documents are due by the end of the residency year, and a minimum of one week prior to the annual preceptor meeting. The RPD will review the submitted documentation as well as PharmAcademic evaluations to assess the preceptor’s performance. This information may be shared with the preceptor’s manager for incorporation into the hospital Annual Performance evaluations.

Preceptor Development

A preceptor development needs assessment will be completed in the first quarter of each residency year to identify the optimal approach for preceptors involved in the program. Examples of options to discuss are:

- One-hour CE sessions quarterly to monthly utilizing ASHP or college of pharmacy resources
- Preceptor-led discussions on a selection of topics
- Readings to be completed on own and/or discussed in-person
- Adding 10-15 minute preceptor development sessions/pearls to RAC each month
- Other ideas as expressed by the group

Preceptor development strategies will be discussed again at the end of the year continuous program improvement session scheduled in May or June of the residency year.



Rotations

Organized rotations provide the structure of resident training in specialized areas of pharmacy practice. The resident is expected to consider the goals and objectives for each rotation as a foundation for their experience. Residents are expected to perform independently and demonstrate proficiency in each rotation. The residency preceptor provides guidance and assistance to the resident, and ensures that the goals set forth by the resident and the program are met. The preceptor also provides the resident with frequent evaluation of their progress, including a written evaluation at the conclusion of the rotation.

Frequent, clear communication is the key to a successful resident/preceptor relationship. In order to maximize the learning experience, the resident is expected to, in a timely manner, personally inform the preceptor of all absences, schedule conflicts, or concerns that might arise during the rotation. Residents shall also prepare for topic discussions, read materials in a timely manner, and perform other tasks assigned by the preceptor.

One week prior to the start of each rotation, the resident will contact the rotation preceptor to arrange for a pre-rotation meeting. At this pre-rotation meeting, the resident will provide the preceptor a schedule or list of meetings and other commitments the resident has for the rotation that will require time away from the rotation. Issues that may be discussed at this meeting include, but are not limited to: starting time each day, rotation expectations, specific goals the resident has for the rotation, specific goals the preceptor has for the resident to accomplish, readings to be done prior to the rotation, scheduling of a verbal or informal mid-point and written end of rotation evaluation.

Rotation Schedule

A 12-month schedule of the resident rotations provides a framework for structured learning activities. Each rotation will be 1 month long with exceptions noted above. The resident and their facilitator will meet at the beginning of the year to form a resident development plan. This plan is presented to the RAC for review, and to the RPD for approval. Within the first month of the program, all residents and their RPD will meet to develop a 12-month schedule of rotations for each resident. Daily working hours while on rotation are determined by the rotation preceptor based on the needs of the rotation/patient care unit.

Schedule Changes

As the resident acquires additional knowledge and learning experiences, their goals may change. Residents may request to change or trade scheduled rotations. Documentation of resident's intent to change rotations and approval from preceptors involved should be submitted to RPD via email no less than 1 week prior to the start of the rotation.

PGY1 Rotations

Required Rotations – 1 month

- Orientation: June – July (6 weeks)
- Critical Care
- Internal Medicine
- Emergency Medicine
- Practice Management
- Infectious Disease
- Research Month: December
- Precepting – will be done concurrently with a required or elective rotation based on student rotation availability

Longitudinal Required Rotations – 1 year

- Pharmacy Practice (Staffing)
- Research Project
- Clinical Practice Management

Elective Rotations– 1 month

The following elective rotations are available: (& see LED for prerequisites)

- Women's Health[&]
- Inpatient Oncology
- Outpatient Oncology
- Cardiology
- Cardiac Surgery[&]
- Trauma ICU[&]
- Investigational Drug Service
- Operational Management
- Clinical Service Development
- Potential Offsite Rotations



PGY2 Critical Care Rotations

Required Rotations

- Orientation (July)
- Medical ICU I and II (2 months)
- Surgical/Trauma ICU (1 month)
- Emergency Medicine I and II (2 months)
- Neuro ICU (1 month)
- Cardiothoracic Surgery ICU (1 month)
- Research and medical writing (1 month)

Longitudinal Required Rotations – 1 year

- Pharmacy Practice (Staffing)
- Research Project
- Precepting/Teaching
- Practice Management

Elective Rotations - 1 month (3 selected):

- Infectious Disease
- Toxicology (Rocky Mountain Poison & Drug Center)
- Burn ICU (University of CO Hospital)
- Hematopoietic Stem Cell Transplantation (University of CO Hospital)
- Solid Organ Transplant (University of CO Hospital)
- Cardiology/CCU



PGY2 Oncology Rotations

Required Rotations

- Orientation (July)
- Ambulatory Oncology (2 months)
- Inpatient Oncology (2 months)
- Gynecologic Oncology (2 weeks)
- Hematologic Malignancies (1 month)
- Hematopoietic Stem Cell Transplantation (1 month)
- Investigational Drug Service (1 month)
- Research Month (December)

Longitudinal Required Rotations – 1 year

- Pharmacy Practice (Staffing)
- Research and Medical Writing
- Precepting/Teaching
- Clinical Practice Management

Elective Rotations – variable length

- Offsite rotations based on resident interest
- Palliative Care
- Radiation Oncology
- Repeat of required rotations



Resident Development Plan Procedure

ASHP Accreditation Standard 3.4.e. states that each resident must have a development plan documented by the RPD or designee. Resident progress will be assessed at least quarterly.

The facilitator serves as a mentor for the individual resident and provides assistance to the resident in formulating individual achievable program goals. Facilitators will review the resident's broad plan and assist them in developing a resident development plan for the year. The facilitator may attend the rotation evaluations to provide consistency throughout the year, which should help to identify any problems at an early stage. On a quarterly basis, the facilitator will review the residents' progress, and, together with the resident, make modifications in the resident development plan.

ASHP Entering Interests Form and Objective-Based Entering Interests Form

The ASHP Entering Interests form collects baseline information for use in the development of individualized educational goals and objectives for the upcoming residency year. The form asks residents to write a narrative addressing the following topics: career goals; current practice interests; strengths; weaknesses; three goals to accomplish during residency; activities that have contributed to skills in written communication, verbal communication, public speaking, time management and supervision; areas of concentration during the residency; ideal frequency and type of preceptor interaction; strategy for life-long continuing education; and role of professional organizations. The Goal-Based Residency Evaluation form collects baseline information for use in the development of individualized educational goals and objectives for the upcoming year in the residency. The form asks residents to self-evaluate on all of the program's outcomes and goals.

Each form is only delivered once as part of the resident enrollment at the beginning of the residency year. Residents will complete the forms at the beginning of the residency year, prior to the July or August RAC Meeting, as directed by their RPD.

Facilitators will review the forms prior to the July or August RAC Meeting and enter comments into PharmAcademic. The ASHP standard requests a 'rich narrative'. Residents will have identified a number of areas where improvement is desired based on the topics reviewed. Facilitators should explain how each topic will be addressed within the residency program.

The RPD will review the forms and Facilitator comments (if applicable) prior to the July or August RAC Meeting and will add their own rich narrative. It is expected that facilitators would have developed a strategy to facilitate achievement of goals. The RPD will provide a summary of the plan versus simply indicating 'no additional comments' or 'agree.'

Resident Development Plan (Subsequent quarterly review)

ASHP requires the Resident Development Plan to be reviewed quarterly. PharmAcademic provides a reminder to do this. The Resident Development Plan is where 1) the RPD determines which goals the resident has achieved for the residency program with the assistance of the RAC and 2) where a narrative is to be written relating to



customizing the plan for the resident, as it relates to the initial plan. This narrative should include 1) comments on resident progress, 2) suggestions for improvement and 3) any changes to the plan from the previous quarter.

The Facilitator and Resident will each write a rich narrative that details the resident's progress and any changes to the resident's initial plan. This may include rotation changes, attending a class or conference, or other activity to meet the change in plan. The RPD will review the facilitator (if applicable) and residents quarterly update, in addition to providing the RPD's own narrative. The facilitator will also review the goals and objectives for the resident on a quarterly basis. In conjunction with the resident's preceptors for that quarter, the facilitator will recommend which goals and objectives have been achieved for the residency. The RPD will review the recommendations and mark the achievement in PharmAcademic.

RAC Presentation of Progress and Development Plans

The PGY1 resident will present their development plan quarterly to RAC. Following the residents presentation of their plan, the resident will exit the RAC meeting. The preceptors will have a closed session to discuss any information presented or missed during the resident's presentation of their development plan as well as discuss and goals and objectives to be achieved for the residency.

The PGY2 residents will present their progress monthly to RAC. Additionally, their development plan will be presented quarterly to RAC. Following the residents presentation of their plan, the resident will exit the RAC meeting. The preceptors will have a closed session to discuss any information presented or missed during the resident's presentation of their development plan as well as discuss and goals and objectives to be achieved for the residency.

Curriculum Vitae (CV)

Residents are to provide a current copy of their curriculum vitae to their facilitator prior to the July or August RAC Meeting. The Resident should save their initial CV in their Electronic Residency Binder and to PharmAcademic. At the end of the residency year, the Resident should save their final CV in their Electronic Residency Binder and to PharmAcademic.



Quarterly Development Plan RAC Presentation (Suggested Scripting / Timeline)

Start of the Residency Year (Presented during July / August RAC) ~ 10 minutes

- Areas of Interest
- Resident identified strengths
- Resident identified weaknesses
- Residents selected rotation schedule for the first quarter
- Name 2 opportunities for preceptors during the first quarter

First Quarter Training Plan (Presented during September / October RAC) ~ 7 minutes

- Changes to resident identified strengths
- Changes to resident identified weaknesses
- Residents selected rotation schedule for the second quarter
- Name 2 opportunities for preceptors during the second quarter
- Updates on MUE, Research Project, Grand Rounds, if applicable

Second Quarter Training Plan (Presented during December / January RAC) ~ 7 minutes

- Changes to resident identified strengths
- Changes to resident identified weaknesses
- Residents selected rotation schedule for the third quarter
- Name 2 opportunities for preceptors during the third quarter
- Updates on MUE, Research Project, Grand Rounds, if applicable

Third Quarter Training Plan (Presented during March / April RAC) ~ 7 minutes

- Changes to resident identified strengths
- Changes to resident identified weaknesses
- Residents selected rotation schedule for the fourth quarter
- Name 2 opportunities for preceptors during the fourth quarter
- Updates on MUE, Research Project, Grand Rounds, post-residency plans, if applicable

Fourth Quarter / End of Residency Training Plan (Presented during last June RAC) ~ 5 minutes

- Any outstanding residency requirements
- Update on post-residency plans



Evaluation Methods

The pharmacy residency offers the resident opportunities to obtain the skills and knowledge required to become a competent pharmacy practitioner. The specific program for each resident varies based upon interests and goals. During the year, the residents will be evaluated by rotation preceptors, the RPD, the Pharmacy Director, and themselves.

The resident will meet with the rotation preceptor prior to the start of each new rotation, primarily to discuss and customize the rotation’s goals and objectives so as to meet the specific needs of the resident. During the rotation, the resident meets with the preceptor on a regularly scheduled basis, as determined by the preceptor and resident. Any additional modifications to the rotation or its goals and objectives are also discussed.

On the last day of rotation, the resident again meets with the preceptor for evaluation purposes. The following evaluations are required to be completed for each rotation. Evaluations are due the last day of the rotation unless otherwise specified by the preceptor. For extenuating circumstances, the RPD should be contacted to modify the PharmAcademic evaluation due date. The preceptor may provide additional feedback throughout the rotation in a verbal or written manner.

Evaluation	Evaluator	Evaluated	Due
Summative Evaluation	Resident	Resident (self-assessment)	Last day of the rotation
Summative Evaluation	Preceptor	Resident	Last day of the rotation
ASHP Learning Experience Evaluation	Resident	Learning Experience	Last day of the rotation
ASHP Preceptor Evaluation	Resident	Preceptor	Last day of the rotation

The facilitator may attend the monthly rotation evaluations to provide consistency throughout the year. This will also help to identify any problems at an early stage. All evaluations will be based on learning objectives. All resident and rotation evaluations must be in written form and included in PharmAcademic.

Self-assessments are to be completed independently, prior to preceptor, facilitator, or RPD review. Evaluations in PharmAcademic are available to the facilitator, rotation preceptor, and the RAC. Resident progress on program objectives will be evaluated using the ASHP Learning Experience Scale of ‘Achieved’, ‘Satisfactory Progress’ and ‘Needs Improvement’. Definitions of each of these components are listed in the table on the next page. Preceptors are to use these definitions on learning experience evaluations and residents are to use these definitions when completing self-assessments.



Definitions of Scores Used in Learning Experience Evaluations

Each rating should have accurate and objective comments documented within the evaluation that provide an explanation for the chosen rating

<p>NI = Needs Improvement</p>	<p>The resident’s level of skill on the goal does not meet the preceptor’s standards of either “Achieved” or “Satisfactory Progress”. This means the resident could not:</p> <ul style="list-style-type: none"> • Complete tasks or assignments without complete guidance from start to finish, OR • The resident could not gather even basic information to answer general patient care questions, OR • Other unprofessional actions can be used to determine that the resident needs improvement. <p>This should only be given if the resident did not improve to the level of residency training to date before the end of the rotation.</p> <p>Examples: Resident recommendations are always incomplete and poorly researched and/or lack appropriate data to justify making changes in patient’s medication regimen. Resident consistently requires preceptor prompting to communicate recommendations to members of the healthcare team, and/ or to follow up on issues related to patient care.</p>
<p>SP = Satisfactory Progress</p>	<p>This applies to a goal whose mastery requires skill development in more than one learning experience. In the current experience the resident has progressed at the required rate to attain full mastery by the end of the residency program. This means the resident can:</p> <ul style="list-style-type: none"> • Perform most activities with guidance but can complete the requirements without significant input from the preceptor. • There is evidence of improvement during the rotation, even if it is not complete mastery of the task. <p>There is a possibility the resident can receive NI on future rotations in the same goal in which SP was received if the resident does not perform at least at the same level as previously noted.</p> <p>Examples: Resident is able to consistently answer questions of the healthcare team and provide concise and complete response with minimal preceptor prompting or assistance. An area where the resident can focus on continued development would be to work on anticipating the needs of the healthcare team during patient rounds. Resident is able to make recommendations to the team without preceptor prompting when recommendations are straightforward and well received. Resident sometimes struggles with more complex recommendations and tackling difficult interactions. Encourage resident to continue to identify supporting evidence for recommendations to assist in difficult interactions.</p>
<p>ACH = Achieved</p>	<p>The resident has fully mastered the goal for the level of residency training to date. This means that the resident has consistently performed the task or expectation without guidance.</p> <p>Examples: Resident’s recommendations are always complete with appropriate data and evidence to support medication related adjustments in therapy. This is achieved without preceptor prompting. Resident consistently makes an effort to teach members of the healthcare team his/ her rationale for therapy recommendations</p>
<p>ACHR = Achieved for the Residency</p>	<p>The resident’s Facilitator, RAC, and RPD will collaborate throughout the residency year to determine if the resident has demonstrated consistency between learning experience evaluations of goals and objectives. This means that the resident can consistently perform the task or has fully mastered the goal for the level of residency training to date and performed this task consistently in various learning experiences. At such time, the RPD has the ability to mark the resident as “ACHR”. This means that the resident no longer needs to be evaluated on this goal, but that any preceptor has the opportunity to provide additional feedback as necessary.</p>



Programmatic Continuous Quality Improvement

As we strive to further the residents development, the residency program will strive to continue its development and ability to optimally train residents. This will be conducted throughout the year and as a formal evaluation at the end of each residency year.

The RPD will have regular scheduled meetings with the resident(s) to discuss resident progress, provide updates regarding deadlines, and to solicit feedback from the residents. As able, this feedback will be discussed at RAC minutes and implemented in the current residency year.

Exit Interview

At the end of each residency year, the RPD will have a 2-hour exit interview to review the program from the resident's perspective, with a focus on changes that can be implemented or considered for future residency years. The RPD will then compile the resident feedback in a de-identified document to maintain resident confidentiality for distribution and discussion with the RAC.

- Rotation specific feedback will be sent to the specific residency preceptor and direct supervisor, combined with PharmAcademic rotation and preceptor feedback
 - o The RPD will consider this feedback during the annual preceptor evaluation process.
- The program specific feedback will be sent to the entire RAC, DOP, and clinical pharmacy managers.

Exit interview feedback will be reviewed at a June RAC session for discussion and decision regarding programmatic changes. This session will include preceptor feedback and ideas for improvement. These changes will be documented in RAC minutes.



Teaching Certificate

Participation in the Colorado Pharmacy Residency Teaching Certificate Program (CPRTC) is an optional benefit provided to UCHealth - Memorial Hospital Residents. CPRTC is administered through the University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences.

Program Goal

To provide an opportunity to enhance teaching skills through practical training and actual hands on teaching experience both in the university setting as well as the clinical practice setting. A focus will be placed on both classroom and clinical practice teaching/precepting. The teaching certificate program should not be considered the equivalent of more in depth training that can be attained with PGY2 residency or fellowship training. Rather, graduates of the program should feel comfortable with designing and implementing educational programs within the clinical practice environment, as well as gain adequate exposure to consider if a career in academia is desired. The Teaching Certificate is awarded to participants that successfully complete the program requirements.

Program Outcomes

1. The program participant will be able to demonstrate their expanded knowledge in a variety of instructional settings.
2. The program participant will possess an extensive teaching skill set to utilize in both the classroom and clinical setting
3. The program participant will be able to create a teaching portfolio following completion of required experiences.

The CPRTC will consist of attendance at regularly scheduled workshops, hands-on teaching experiences, and the creation of a teaching portfolio.

Workshops will be held monthly at the School of Pharmacy in Denver from 5:30 – 7 pm or as defined by the course instructors. Residents will be permitted to leave Memorial Hospital at 2:30 pm on the days of their monthly workshop to allow for travel time. This must be communicated in advance to the rotation preceptor. Mileage may be submitted to the department for reimbursement, however residents are encouraged to carpool to the workshops.

Additional information will be provided with regards to the CRPTC will be provided prior to the first workshop.



PGY1 Pharmacy Residency Electronic Residency Portfolio

Each resident will collect their accomplishments throughout the year and organize electronically. The electronic file may be created on your personal drive or on the pharmacy share drive. The resident is expected to appropriately and clearly label all documents. At the end of the year, the file must be transferred to the Pharmacy Share Drive > PGY1 Residency > Residency Binder as well as emailed directly to the Program Director. The file should follow this format:

- Title: [first name] [last name] Residency Binder [year – year]

- Folders:
 1. Professional Info
 - CV from the beginning of residency
 - CV from the end of residency
 - Offer Letter (Initial and Signed Copy)
 - State Pharmacist License
 - ACLS, BLS, PALS Certifications
 - CITI Training Certificate(s)
 - C2 Safe Training Certificate
 - ACPE Immunization Certificate (if applicable)
 - Duty Hours Acknowledgement
 - Residency Manual Receipt Acknowledgement

 2. Development Plan
 - ASHP Entering Interests (downloaded from PharmAcademic)
 - Entering Objective-Based Self Evaluation (downloaded from PharmAcademic)
 - Quarterly Resident Development Plans (downloaded from PharmAcademic)
 - Resident Graduation Checklist

 3. Rotations, Presentations And Evaluations (sub-folders to include)
 - Grand Rounds
 - Final draft
 - Evaluations
 - ACPE Information
 - Rotations (clinical)
 - Final draft of presentation
 - Include journal article if journal club presentation
 - Evaluations
 - Any other projects completed during the rotation

 4. Residency Project
 - Project proposal



- Completed IRB Application
 - IRB approval confirmation
 - MSC Abstract (final)
 - MSC Presentation (final)
 - MSC Handout (final)
 - MSC Evaluation
 - Manuscript
 - Signed Manuscript Approval Letter from Advisor
 - Closure memo to IRB (and, if received, closure confirmation from IRB)
5. MUE
- Project proposal
 - Completed IRB Application (if needed)
 - IRB approval confirmation (if needed)
 - ASHP/Vizient Abstract (final)
 - ASHP/Vizient Poster (final)
 - Incoming residents MUE draft proposal
6. Teaching Certificate (include your teaching portfolio, if applicable)
- Teaching Philosophy Statement
 - Teaching Experience
 - Teaching Reflection Statement
 - Teaching Materials
 - Evaluation Materials
7. Longitudinal Rotations (sub-folders to include)
- P & T Committee
 - Monographs, Therapeutic Interchanges, Protocols/Procedures, Newsletters
 - Other materials worked on/created by the resident for P&T
 - Medication Safety Steering Committee (MSSC) for PGY1
 - DUE/MUE
 - Materials worked on/created by the resident for MSSC
 - Antimicrobial Stewardship (ASC) for PGY1
 - Materials worked on/created by the resident for ASC
 - Code response Evaluation Forms for PGY1
8. Miscellaneous
- Newsletter/educational documents prepared
 - Any materials relating to the residency program which do not fit into the above categories



4. Residency Project

- Project proposal
- Completed IRB Application
- IRB approval confirmation
- HOPA Abstract (final)
- HOPA Poster (final)
- Manuscript
- Signed Manuscript Approval Letter from Advisor
- Closure memo to IRB (and, if received, closure confirmation from IRB)

5. MUE

- Project proposal
- Completed IRB Application (if needed)
- IRB approval confirmation (if needed)
- ASHP/Vizient Abstract (final)
- ASHP/Vizient Poster (final)
- Incoming residents MUE draft proposal

6. Teaching

- Teaching Certificate (if applicable)
 - Teaching Philosophy Statement
 - Teaching Experience
 - Teaching Reflection Statement
 - Teaching Materials
 - Evaluation Materials
- Oncology Elective Lecture
 - Final Presentation
 - Feedback/Evaluations

7. Longitudinal Rotations (sub-folders to include)

- P & T Committee
 - Monographs, Therapeutic Interchanges, Protocols/Procedures, other materials
- Leadership/Administration
 - EHR Protocols Validated
 - Newsletters
 - Other materials worked on/created by the resident
- Oncology Appendix
 - Completed oncology appendix

8. Miscellaneous

- Any materials which do not fit into the above categories



PGY2 Critical Care Residency Electronic Residency Portfolio

Each resident will collect their accomplishments throughout the year and organize electronically. The electronic file may be created on your personal drive or on the pharmacy share drive. The resident is expected to appropriately and clearly label all documents. At the end of the year, the file must be transferred to the Pharmacy Share Drive > PGY2 Critical Care Residency > Residency Binder as well as emailed directly to the Program Director. The file should follow this format:

- Title: [first name] [last name] Residency Binder [year – year]

- Folders:
 1. Professional Info
 - CV from the beginning of residency
 - CV from the end of residency
 - Offer Letter (Initial and Signed Copy)
 - PGY1 Residency Certificate
 - State Pharmacist License
 - ACLS, BLS, PALS Certifications
 - CITI Training Certificate(s)
 - C2 Safe Training Certificate
 - Duty Hours Acknowledgement
 - Residency Manual Receipt Acknowledgement

 2. Development Plan
 - ASHP Entering Interests (downloaded from PharmAcademic)
 - Entering Objective-Based Self Evaluation (downloaded from PharmAcademic)
 - Quarterly Resident Development Plans (downloaded from PharmAcademic)
 - Quarterly Resident Graduation Checklist

 3. Rotations, Presentations And Evaluations (sub-folders to include)
 - Grand Rounds
 - Final draft
 - Evaluations
 - ACPE Information
 - Rotations (clinical)
 - Final draft of presentation
 - Include journal article if journal club presentation
 - Evaluations
 - Any other projects completed during the rotation

 4. Residency Project
 - Project proposal



- Completed IRB Application
 - IRB approval confirmation
 - MSC Abstract (final)
 - MSC Presentation (final)
 - MSC Handout (final)
 - MSC Evaluation
 - Manuscript
 - Signed Manuscript Approval Letter from Advisor
 - Closure memo to IRB (and, if received, closure confirmation from IRB)
5. MUE
- Project proposal
 - Completed IRB Application (if needed)
 - IRB approval confirmation (if needed)
 - ASHP/Vizient Abstract (final)
 - ASHP/Vizient Poster (final)
 - Incoming residents MUE draft proposal (if applicable)
6. Teaching Certificate (include your teaching portfolio, if applicable)
- Teaching Philosophy Statement
 - Teaching Experience
 - Teaching Reflection Statement
 - Teaching Materials
 - Evaluation Materials
7. Longitudinal Rotations (sub-folders to include)
- P & T Committee
 - Monographs, Therapeutic Interchanges, Protocols/Procedures, Newsletters
 - Other materials worked on/created by the resident for P&T
 - Critical Care Section
 - Materials worked on/created by the resident for Critical Care Section
 - Leadership/Administration
 - Materials worked on/created by the resident for monthly leadership meetings
 - Teaching for PGY2 Programs
 - Materials for elective courses taught at University of CO
 - Additional Research Projects (ex. Trauma research project documents)
8. Miscellaneous
- Newsletter/educational documents prepared
 - Any materials relating to the residency program which do not fit into the above categories



Pharmacy Practice (Staffing)

Consistent with the ASHP residency standards, each resident will complete a pharmacy practice component of the residency program. Although often referred to as “staffing” this practice component represents another learning opportunity within the framework of the residency program.

This experience is crucial to the development of professional practice skills. The resident will gain proficiency in distribution and clinical skills, personnel management and leadership skills, and insight into process improvement opportunities for acute care facilities.

General

1. Each resident shall obtain a Pharmacist License within the state of Colorado by August 1st.
 - Residents who fail to obtain a Pharmacist License in the state of Colorado by August 1 must set up an individual meeting with the RPD and Director of Pharmacy. Residents who fail to obtain a Pharmacist License in the state of Colorado by October 1 will be suspended from the residency program until they become licensed. Time missed in the program will be added on to the end of the residency year. Residents may continue to work as pharmacy technicians and continue to receive a student intern salary until they are licensed. Residents not licensed as a pharmacist in the state of Colorado by January 1 will be dismissed from the program.
2. Residents will receive quarterly staffing evaluations in PharmAcademic.
3. During orientation the residents will receive:
 - Training for procedural issues and systems
 - An orientation checklist (Department, Residency, and Clinical)
4. PGY1 Residents will practice every 3rd weekend as well as an evening shift on Thursday and Friday every 4th week (on opposite weeks).
 - Staffing changes/switches will be managed by the residents. Any staffing changes/switches must be communicated to their rotation preceptor in advance of the shift, ideally at the time of the change/switch.
 - During the second half of the year, based on resident performance and staffing needs, residents may be transitioned to two Friday evening shifts, rather than a Thursday evening shift, or may be scheduled to staff at Memorial Hospital North
5. The PGY2 Critical Care Resident will staff every 4th weekend in the ICU, three evening shifts per month (on average), and one ED weekend shift per month (following completion of their ED rotation). .
 - Residents will be allowed to submit their requests for which day they would like to work the evening shift each week and which day they would like to work the ED weekend as well as what shift they prefer.
6. The PGY2 Oncology Resident will staff every 3rd weekend as well as two day shifts per month in the Infusion center. The resident will also take clinical call 1 week per month.



Holiday Staffing Coverage

Residents, as a part of the professional staff of the department are expected to assist with holiday coverage during the residency year. Every effort will be made to accommodate a resident's preference for the specific holiday assignment. Residents will be expected to cover:

- Two holiday shifts (Labor day, Thanksgiving day, Christmas day, New Year's day, Memorial Day)

Paid Time Off (PTO)

Paid time off accrual and procedures will follow UCHealth Policy. Paid time off would typically be used for illness, personal time off to attend special events, interviews, etc. The UCHealth Family and Medical Leave Policy and UCHealth Personal Leave of Absence Policy outline additional circumstances where leave may be warranted.

PTO is used for interviews for positions after residency or PGY2 positions. Sufficient PTO balance must be available for interview days. Therefore, PTO days should be used judiciously at the beginning of the residency year if the resident plans to pursue multiple opportunities. In the event that PTO is not sufficient, the Director of Pharmacy and Resident, along with the Human Resources/Payroll department, will develop a plan.

If a resident needs to take a sick day and the resident is staffing, the resident must notify the pharmacy administrator on call. The notification can be no later two (2) hours before the start of the shift, unless proper excuse is presented for his or her inability to call. In addition, the RPD must be contacted.

The resident is responsible for arranging switches for all vacation time off during their regular scheduled staffing weekend. Unlicensed residents are not eligible for schedule switches.

If the resident is on a rotation, the preceptor for that rotation must approve the PTO prior to the PTO request being made to the RPD. Requests for PTO must be communicated to the RPD and Director of Pharmacy. It is the responsibility of the resident and the RPD (or their designee) to keep track of resident PTO days.

If a resident attends a pharmacy (or specialty) related professional meeting and the resident stays additional days at the meeting site, these days must be counted as PTO. If the resident does not follow the outlined steps in requesting time off from a rotation (see below), the request for PTO may be denied. It is advised that the resident not make flight arrangements until final approval of PTO is received.

To request time off:

1. The resident sends an email request to the rotation preceptor, with a cc to the RPD
2. The preceptor for the rotation sends "reply to all" with approved or not approved
3. The RPD sends "reply to all" and cc to Diane Thiessens and/or Larry Tremel with final approved or not approved
4. Diane Thiessens and/or Larry Tremel will enter the PTO into Kronos



The resident is expected to activate the “Out of the Office” rule in Outlook for all time away from the hospital (PTO or meeting).

Management Responsibilities

Residents are in a unique position, in some instances representing management of the Department and in other instances functioning in a ‘staff’ capacity. The pharmacy practice (“staffing”) component of the residency experience represents an excellent example of this.

It is an expectation of the residents’ responsibilities that they will take time, on a periodic basis to meet with area departmental leadership to review the operations of the department based on their assigned staffing and practice activities. These meetings provide an opportunity for the resident to improve skills (“How should I have handled this situation?”) and to be the eyes and ears of management (“Let me share my observations about workload, staffing, performance issues, adequacy of resources and other items that would improve the operations and the scope and quality of pharmacy services.”).

Additional staffing activities

Working outside of UCHealth Memorial Hospital (“moonlighting”) will be permitted provided that the moonlighting activities are disclosed to the RPD in advance, the resident is maintaining duty hours, and the resident is performing satisfactorily in the program. Extra shifts at Memorial Hospital will be permitted, provided there is communication with the RPD prior to the resident agreeing to work extra shifts. There will need to be communication between the RPD and the scheduler about the proposed extra shift/s to ensure the resident is maintaining duty hours.

Duty Hours Attestation

Residents will complete a monthly Duty Hours attestation within PharmAcademic to ensure continued compliance with Duty Hours.



Policies

Residents are expected to comply with all UCHealth policies. Pertinent policies are listed below for reference. Printed copies are provided for candidates invited onsite for interview. Policies are housed on The Source, rather than reprinted within the manual, to ensure the most up to date version is being accessed at all times.

- A. UCHealth Corrective Actions and Appeal Process**
- B. UCHealth Travel and Business-Related Expenses**
- C. UCHealth Employee Continuing Education Procedure**
- D. UCHealth Paid Time Off**
- E. UCHealth Family and Medical Leave**
- F. UCHealth Personal Leave of Absence**
- G. UCHealth Harassment Free Workplace**
- H. UCHealth Code of conduct**

Extended Leave From the Residency Program

The resident will be granted leave in accordance with FMLA and leave of absences policies. When extenuating circumstances occur, the RPD and the DOP may consider requests for leave without pay. Specific plans will be considered on a case-by-case basis. The resident will be required to "make-up" time missed in accordance with Residency Program requirements.

Failure to Progress Policy

- When a resident fails to do any of the following, the preceptor and RPD will review the UCHealth Corrective Actions and Appeal Process
 - A resident fails to present themselves in a professional manner
 - A resident does not follow policies and procedures of the institution
 - A resident does not make satisfactory progress on the residency goals and objectives as defined by the RPD
 - A resident does not make satisfactory progress toward completion of residency requirements
 - Other issues as deemed appropriate by pharmacy department leadership
- A discussion will then occur between the preceptor involved, RPD, Director of Pharmacy (or delegate), and Human Resources (if needed).
- A meeting will then take place between the RPD, the Director of Pharmacy (or delegate), and Human Resources (if needed), and others as deemed appropriate.
- Based on the issue identified, corrective actions processes may be initiated, to include a written performance improvement plan (PIP) if appropriate. The PIP may include a follow-up plan regarding the behavior, specific goals the resident has to achieve and how it will be monitored, an appropriate timeline to which the resident must comply and an outline of next steps if improvement is not seen.
- The appropriate details of the PIP that impact progression through the residency will be shared with the RAC and future preceptors. Preceptors may be asked to provide written documentation on progress to the resident's advisor and RPD.



- If the follow-up plan is not successfully implemented or another issue arises the RPD and Director of Pharmacy (or delegate) will meet to determine next steps, which may include remediation training, assignments, additional preceptor review, additional rotation experience, suspension, or termination.
- The RPD and Director of Pharmacy (or delegate) will meet with the resident to discuss the additional requirements of the resident in order to continue in the program.
- If the resident fails to comply with the additional requirements or other issues arise the RPD and Director of Pharmacy (or delegate) will meet with Human Resources to determine next steps
- The resident will have the opportunity to meet with the human resources if desired



Duty Hours

American Society of Health System Pharmacists (ASHP) Pharmacy Specific Duty Hours

The UCHealth - Memorial Hospital Department of Pharmacy is dedicated to providing residents with an environment conducive to learning. In 2012, ASHP adopted Pharmacy Specific Duty Hours to replace the previous Accreditation Council for Graduate Medical Education (ACGME) duty hours. The RPD, Preceptors, and Residents share responsibility to ensure that residents abide by the ASHP requirements during the residency year.

The Department of Pharmacy supports compliance with the ASHP Duty Hour Requirements to ensure that residents are not compromising patient safety or minimizing the learning experience by working extended periods of time. Key elements of the ASHP requirements include:

- *Duty hours must be limited to 80 hours per week, averaged over a 4 week period, inclusive of on-call activities and all moonlighting (internal and external).*
- *Continuous duty periods of residents must not exceed 16 hours in duration.*
- *The maximum allowable duty assignment must not exceed 24 hours, which includes built-in strategic napping or other strategies to reduce fatigue and sleep deprivation.*
- *Residents must be scheduled for a minimum of one day in seven days free of duty (when averaged over 4 weeks). At-home call cannot be assigned on these free days.*
- *Adequate time for rest and personal activities must be provided. Residents should have 10 hours, and must have at a minimum eight hours, free of duty between scheduled duty periods.*
- *In-house call may not occur more frequently than every 3rd night (when averaged over a 4-week period).*

ASHP defines “duty hours” as: ***“all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care; in-house call; administrative duties; and scheduled and assigned activities, such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program. Duty hours must be addressed by a well-documented, structured process. Duty hours do not include: reading, studying, and academic preparation time for presentations and journal clubs; travel time to and from conferences; and hours that are not scheduled by the residency program director or a preceptor.”***

Questions concerning the application of ASHP guidelines should be directed to the RPD and/or the DOP. Additional information concerning the ASHP standards is located at: <https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.pdf>.

With my signature below I acknowledge that I have read and understand my responsibilities to comply with ASHP duty hour requirements:

Print Name

Signature

Date



Frequently Asked Questions

Adapted from the ASHP and ACGME website

Duty hours must be limited to 80 hours per week

Question: *What is included in the definition of duty hours under the standard “duty hours must be limited to 80 hours per week?”*

Answer: Duty hours are defined as all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care, in-house call, administrative duties, scheduled and assigned activities, such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program. For call from home, only the hours spent in the hospital after being called in to provide care count toward the 80-hour weekly limit. Hours spent on activities that are required by the accreditation standards, such as membership on a hospital committee, or that are accepted practice in residency programs, such as residents participating in interviewing residency candidates, must be included in the count of duty hours. It is not acceptable to expect residents to participate in these activities on their own hours, nor should residents be prohibited from taking part in them. Duty hours do not include: reading, studying, and academic preparation time for presentations, journal clubs; or travel time to and from conferences; and hours that are not scheduled by the residency program director or preceptor.

Moonlighting

Question: *How is moonlighting defined?*

Answer: Moonlighting is defined as a voluntary, compensated, pharmacy-related work performed outside the organization (external), or within the organization where the resident is in training (internal), or at any of its related participating sites. These are compensated hours beyond the resident’s salary and are not part of the scheduled duty periods of the residency program. Moonlighting hours must be counted towards the 80-hour maximum weekly hour limit. Working outside of Memorial Hospital (“moonlighting”) will be permitted provided that the moonlighting activities are disclosed to the RPD in advance and the resident is maintaining duty hours. Extra shifts at Memorial Hospital will be permitted, provided there is communication with the RPD prior to the resident agreeing to work extra shifts. There will need to be communication between the RPD and the scheduler about the proposed extra shift/s to ensure the resident is maintaining duty hours.

Minimum Time Off Between Scheduled Duty Periods

Question: *Please explain the rule regarding time off between scheduled duty periods? What is meant by “should be 10 hours, must be eight hours”?*

Answer: “Should” is used when a requirement is so important that an appropriate educational justification must be offered for its absence. It is important to remember that when an abbreviated rest period is offered either regularly or under special circumstances, the program director and faculty must monitor residents for signs of sleep deprivation. A typical resident work schedule specifies the number and length of nights on call, but does not always outline the length of each work day. Scheduled or expected duty periods should be separated by 10



hours. There are however, inevitable and unpredictable circumstances in which resident duty periods will be prolonged. In these instances, residents must still have a minimum of eight hours free of duty before the next scheduled duty period begins. This standard applies to all pharmacy residents.

Question: *Under what circumstances would eight hours between shifts be acceptable?*

Answer: Scheduled or expected duty hour periods should be separated by 10 hours. If there are inevitable and unpredictable circumstances that occur in which a resident's duty hours are prolonged, they must still have a minimum of eight hours free from duty before the next scheduled duty period begins.

Averaging of Selected Standards over a 4-Week Period

Question: *How should we handle the averaging of the duty hour standards (80-hour weekly limit, one day off in 7, and call every third night)? For example, what should be done if a resident takes a vacation week?*

Answer: Averaging must occur by rotation. This is done over one of the following: a four-week period; a one-month period; or the period of the rotation if it is shorter than four weeks. When rotations are shorter than four weeks in length, averaging must be made over these shorter assignments. This avoids heavy and light assignments being combined to achieve compliance. The ASHP standard does not address vacation or other leave, however the ACGME requires that vacation or leave days be taken out of the numerator and the denominator for calculating duty hours, call frequency or days off (i.e., if a resident is on vacation for one week, the hours for that rotation should be averaged over the remaining three weeks). The standards do not permit a "rolling" average, because this may mask compliance problems by averaging across high and low duty hour rotations. The rotation with the greatest hours and frequency of call must comply with the common duty hour standards.

Duty Hour Limits and Research and Other Non-Patient Care Activities

Question: *How are the standards applied to rotations that combine research and clinical activities?*

Answer: Some programs have added clinical activities to "pure" research rotations, such as having research residents covering "night float". This combination of research and clinical assignments could result in hours that exceed the weekly limit and could also seriously undermine the goals of the research rotation. Review Committees have traditionally been concerned that required research not be diluted by combining it with significant patient care assignments. This suggests limits on clinical assignments during research rotations, both to ensure safe patient care, resident learning, and resident well-being, and to promote the goals of the research rotation.

Question: *A journal club is held in the evening for 2 hours, outside the hospital. It is not held during the regularly scheduled duty hours, and attendance is strongly encouraged but not mandatory. Do these hours count toward the 80-hour weekly total?*



Answer: If attendance is “strongly encouraged,” the hours should be included because duty hours apply to all required hours in the program, and it is difficult to distinguish between “strongly encouraged” and required. Another way to look at it is that such a journal club, if held weekly, would add two hours to the residents’ weekly time. A program in which two added hours result in a problem with compliance with the duty hour standards likely has a duty hour problem.

Question: *If some of a program’s residents attend a conference that requires travel, how should the hours for duty hour compliance?*

Answer: If attendance at the conference is required by the program, or the resident is a representative for the program (e.g., he/she is presenting a paper or poster), the hours should be recorded just as they would for an “on-site” conference hosted by the program or its sponsoring institution. This means that the hours during which the resident is actively attending the conference should be recorded as duty hours. Travel time and non-conference hours while away do not meet the definition of “duty hours” in the ASHP or ACGME standards.

Institutional Monitoring and Oversight of Duty Hours

Question: *The ASHP Residency standard states that neither the educational outcomes of the program nor the welfare of the resident or the welfare of patients are compromised by excessive reliance on residents to fulfill service obligations and the guidance document states that duty hours must be addressed by a well-documented, structured process. What does this mean?*

Answer: ASHP requires that programs and their sponsoring institutions monitor resident duty hours to ensure they comply with the standards, but does not specify how monitoring and tracking of duty hours should be handled. A number of approaches exist for monitoring resident hours, from resident self-reporting to swipe cards and other electronic measures. All of these have some advantages and some drawbacks, with none clearly being superior in every way and in all settings. ASHP does not mandate a specific monitoring approach, since the ideal approach should be tailored to the program and the sponsoring institution.



Requirements for Successful Completion of UCHealth Memorial Hospital Pharmacy Residency Program

1. Licensed as a pharmacist in the state of Colorado.
2. Residents shall successfully complete a research project.
 - a. A final evaluation by the research project advisor(s)
 - b. Platform Presentation at Mountain States Residency Conference or another suitable platform
 - c. A written manuscript that meets guidelines for submission to a journal
 - d. A cover memo on the manuscript with project advisor's signature indicating approval of the project
 - e. A manuscript plus memo submitted to the RPD by June 15
3. Residents shall successfully complete a medication use evaluation.
 - a. A final evaluation by the research project advisor(s)
 - b. Poster Presentation at Vizient University Health System Consortium Pharmacy Network Meeting
 - c. Poster Presentation at ASHP Midyear Clinical Meeting
 - d. Presentation to local committees (written and/or verbal)
4. Residents shall complete an ACPE-accredited Grand Rounds Presentation.
5. Residents shall obtain 'achieved for residency' on 91% (31 / 34 for PGY1 and 29/32 for PGY2) of the program's goals and objectives.
6. All PharmAcademic evaluations are completed and signed by June 30
7. Monthly Duty Hours attestations completed
8. Electronic Residency Portfolio must be submitted to the RPD by June 30.
9. Successful completion of required, elective, and longitudinal rotations
10. Completion and presentation of (at least) one drug monograph
11. Completion and presentation of (at least) one ADR investigation.
12. Completion of all Lead Resident activities as assigned for the respective quarter for PGY1
13. Completion of Teaching Certificate (optional)
14. ACLS Certification
15. PALS Certification
16. Attendance and Participation in Code Response for PGY1
17. Additional requirements as specified for PGY2



The responsibility to confirm successful completion of the program requirements rests with the RPD. The above requirements have been development into a checklist that will be completed quarterly by the resident and the RPD, with the assistance of the Facilitator or Advisors as needed. A copy will be saved in the Electronic Residency Portfolio and PharmAcademic.

Although a pharmacy residency program, as a post-graduation experience, differs from a college of pharmacy or university experience there are similarities. In college, you are not eligible to participate in the graduation exercise if you haven't completed all of the requirements for graduation. This concept also applies to the pharmacy residency program and unless all of the requirements have been completed, you are not eligible to attend the end-of-year function when Certificates of Residency Training are awarded. A Certificate of Residency Training can be awarded when all of the requirements have been completed.

Graduation Tracking

A separate graduation checklist will be maintained for each resident. A copy of the final graduation checklist for will be provided to the resident during orientation, and may reflect changes from the above. The RPD will maintain the graduate tracking list throughout the year. Progress will be reviewed and signed off quarterly. The resident will also be sent a tracking of their progress towards the residency goals and objectives as an excel document, at least quarterly.



Code Response

The primary goals of the code response program are to enhance the resident's practice responsibilities and further develop their clinical autonomy. Residents will complete ACLS and PALS certifications during orientation for PGY1 and if not currently active for PGY2 Critical Care.

Coverage for PGY1 Residents

PGY1 Residents are expected to attend to all in house and emergency department codes/medical emergencies (Adult Code Blue) within the following hours (see caveats below):

- Monday – Wednesday: 8 am – 5 pm
- Thursday – Friday: 8 am – 9 pm
- Saturday – Sunday: 8 am – 9 pm

PGY1 Residents will create a code coverage schedule for the first 6 months of the residency. The schedule should be provided to the RPD by the end of orientation. A schedule for the second 6 months of residency should be provided to the RPD by the end of December. It is suggested that PGY1 residents carry the code pager for a week at a time on a rotating basis, or monthly during their ICU rotation. Only one PGY1 resident and one PGY2 Critical Care resident should respond to a code at a time. During the second 6 months, PGY1 residents still needing code experiences or resident preference (ex. Critical Care or Emergency Medicine post-PGY1) may carry the pager at a higher frequency.

On days of the teaching certificate program, PGY1 resident code response coverage will end at 2:30 pm when they depart the hospital for Denver. The PGY1 resident on the Emergency Department or an outpatient/off-site rotation should not carry the pager during their rotation.

It is the PGY1 resident's responsibility to communicate with their preceptor regarding code response coverage. It is the responsibility of the PGY1 resident to arrange for alternate coverage if he/she cannot cover the pager at the designated time.

The code pager should be passed off to the PGY1 resident staffing the Thursday and Friday evening shift, unless the PGY1 resident is covering evening hotseat or evening IV room. If the PGY1 resident is covering evening hotseat or evening IV room, they will NOT cover code response.

On weekends, the PGY1 resident is expected to respond to codes when working the EMS shift.

During their staffing shift, the PGY1 resident should notify another staff member that they will be leaving order verification to respond to a code. After 15 minutes, the PGY1 resident is expected to check in with another staff member to discuss the anticipated code duration and the current order verification workload. The PGY1 resident should stay for the duration of the code unless order verification volume is substantial.



Failure for a PGY1 resident to attend a code that is paged out during the coverage hours will be reported to the resident's facilitator and RPD by the preceptor who attended the code and any disciplinary action required will be determined by the RPD.

Coverage for PGY2 Critical Care Resident

PGY2 Critical Care Residents are expected to attend to all in house and emergency department medical emergencies (Adult Code Blue and Adult Full Trauma) while they are in house (either on rotation or staffing). They are also expected to respond to all MET team calls and inpatient stroke alerts while they are in house.

It is the PGY2 critical care resident's responsibility to communicate with their preceptor if they will not attend a meeting due to response to a medical emergency.

Evaluation for PGY1 Residents

The PGY1 resident will observe their first two code experiences and review the events at the end with the preceptor who responded to the code. After two observational codes, the PGY1 resident is expected to take an active role in code response. The PGY1 resident will bring the evaluation form with them to every code experience. The evaluation form will be completed by the preceptor at the code and reviewed with the PGY1 resident in a post-code huddle. If evaluation forms are not filled out in a timely manner or the preceptor does not review the code with the PGY1 resident, the PGY1 resident should first attempt to address with the preceptor and then notify the RPD if needed. It is the expectation that the evaluation forms are brought with the resident to the code and given to the preceptor, however if that does not occur the resident must provide the evaluation form to the preceptor within 4 hours of the experience to optimize real-time feedback. After the resident has five documented evaluation forms they no longer need to have the evaluation form completed, however this is at the discretion of the RAC committee based on resident and preceptor feedback. If issues exist, evaluation forms will still be required.

The PGY1 resident will send the completed evaluation to the PGY1 resident's facilitator and RPD. Additionally, evaluations should be saved to the electronic residency binder.

If available, the PGY1 Resident will attend code simulations offered within the hospital or department. A written competency regarding basic code scenarios will be administered to the PGY1 residents and reviewed with a preceptor if deemed necessary due to performance concerns. For continued performance concerns, an action plan will be developed by the RPD in conjunction with department management.

Code progress will be discussed at each quarterly meeting and ACHR determined by the RAC. Once the PGY1 resident is deemed ACHR, a preceptor is not required to remain at the code with the resident.



Evaluation for PGY2 Critical Care Residents

The PGY2 Critical Care resident will observe their first code experience and review the events at the end with the preceptor who responded to the code. After one observational code, the PGY2 resident is expected to take an active role in code response with the goal of independent code response after the first month of the PGY2 residency. An evaluation form will only be required for the first month of the residency. A debrief with the preceptor is always suggested for additional learning opportunities.

If available, the PGY2 Resident will attend code simulations offered within the hospital or department. A written competency regarding basic code scenarios will be administered to the PGY2 resident and reviewed with a preceptor if deemed necessary due to performance concerns. For continued performance concerns, an action plan will be developed by the RPD in conjunction with department management.



Residency Project

The Pharmacy Resident Project is designed to teach the resident about the scientific method and facilitate their application of knowledge to a research project. There is both a didactic and experiential component to the Pharmacy Resident Project. Thus, each resident will learn about research methods and be required to complete one major project relating to a specific aspect of pharmacy. The project may be original research, a problem solving exercise, or the development or enhancement of existing services. The residency program provides an opportunity for preceptors and residents to collaborate on ideas that present a researchable idea. Thus, a structure is in place to facilitate the interaction between residents and preceptors for the yearlong research experience.

Project Idea Generation

In May/June of each year, preceptors will be surveyed to generate a list of ideas for potential research projects. Each idea submitted will require the following information from the preceptor:

1. Project Advisor(s)
2. Title of the project: one sentence
3. Brief Description of the proposed project

The approved list of research ideas will be given to the new residents in July.

Project Idea Selection

The residents will be given a list of ideas from which to select. However, they are also free to propose an idea of their own. Should a resident have a particular interest in an area that is not on the list, approval for the project can be gained through a proposed advisor and the RAC. The resident should talk to the project advisor regarding each idea they are interested in pursuing. These discussions will ultimately lead to the resident selecting a project.

Research Proposal

The resident will be responsible to develop a formal research proposal, which will then be reviewed by the project advisor. The proposal should outline what the goals of the project are, why the goals are important and what methods will be used to complete the project. The research proposal will generally have the following sections:

1. *Research question*: A well-defined research question will allow the resident to focus on the correct research design and plan. What exactly are you trying to answer?
2. *Objectives*: Be as specific as possible. The objectives should be quantifiable. You can have a primary objective and multiple secondary objectives for each research question.
3. *Research hypotheses (if applicable)*: What are your research hypotheses? What relationships do you expect to see?
4. *Background*: Perform a literature review of the research question. Summarize the literature. What has been done? What impact has been shown? This should be sufficient enough to prove why the research is needed and may be used to assemble the final manuscript.



5. *Methods*: How are you going to answer your research question? What is your study design? What will you measure?
6. *Data analysis*: How are you going to analyze the results?
7. *References*

Research Proposal Approval

Each resident is required to gain approval of the research proposal from their project advisor. In August/September, the resident is required to make a more formal presentation to the RAC. Residents will be required to submit the proposal ahead of time for the committee to review. The potential outcomes of this meeting are either that the project is approved to move forward or the idea requires major modification and a subsequent meeting must be scheduled.

Research Results Presentation and Manuscript

The results of the research project will be presented as a platform presentation at the Mountain States Residency Conference. Practice sessions for project presentations will be scheduled at least 3 weeks before the conference. All members of the RAC and department management will be invited.

A manuscript suitable for publication in a peer-reviewed journal summarizing the findings of the project will be developed. Approval of the final version of the manuscript will be the responsibility of the project advisor. The resident will submit the final, approved version of the manuscript to the RPD and the Director of Pharmacy by the specified due date. Additionally, an electronic copy will be placed in the resident's electronic binder.

Project Advisor

In most instances, the project advisor will be the person who recommended the topic of study. The preceptor serving as the project advisor will serve as the primary contact for the resident throughout the research process. The project advisor will guide the resident through the proposal writing process and will be responsible for assuring progress is being made and that the research is being done in a scholarly manner. The project advisor will submit quarterly evaluations in PharmAcademic to document the resident's progress.

Resident

The resident will be responsible to invest their time and problem solving skills into the research. The resident will keep their project advisor apprised of progress. The resident will be responsible for carrying on the research in a scholarly manner.

PGY1 Project Timeline (PGY2 Project Timeline to be adjusted based on selected forum for presentation)

Project Idea / Proposal Development	July – August
Project Approval Meeting	August – September
Mountain States Practice Sessions	March – April
Mountain States	May
Residency Project Manuscript Due	June 15



PGY1 Residency Project Checklist

(PGY2 Project Timeline to be adjusted based on selected forum for presentation)

Date completed

July-August

1. Select project idea.
2. Select project advisor.
3. Submit research proposal to advisor.
4. Obtain approval from project advisor to proceed with the project.

September

1. Submit a written research proposal to the RAC.
2. Schedule a project approval meeting with the RAC.
3. If outside funding is desired, the grant should be prepared at this time.

October

1. Final written proposal submitted to project advisor and RPD.
2. Submission to IRB

March/April

1. Submit abstract to the Mountain States Residency Conference with approval of your project advisor.
2. Practice Mountain States Platform Presentation to the RAC and department management.

May

1. Present at Mountain States Residency Conference.
2. Review Mountain States Residency Conference with project advisor.

June

1. Written manuscript submitted to the RPD and Director of Pharmacy with approval from the project advisor.



Medication Use Evaluation

The Medication Use Evaluation (MUE) is designed to teach the resident about the scientific method and facilitate their understanding of the Department and Hospitals medication-use processes.

Project Idea Generation and Selection

In May/June of each year, preceptors, and department management will be surveyed to generate a list of ideas for MUE's. Ideas may also stem from Memorial or System Pharmacy and Therapeutics (P&T) Committee or other committee needs. The Director of Pharmacy will make the final selection of MUE projects. The residents will be assigned their topic in July.

MUE Proposal

The resident will be responsible to develop a formal MUE proposal from a draft developed by the preceding year's residency class for PGY1 residents, which will then be reviewed by the project advisor. The proposal should outline what the goals of the project are, why the goals are important and what methods will be used to complete the project. The MUE proposal will generally have the following sections:

1. *MUE question*: A well-defined research question will allow the resident to focus on the correct research design and plan. What exactly are you trying to answer?
2. *Objectives*: Be as specific as possible. The objectives should be quantifiable. You can have a primary objective and multiple secondary objectives for each research question.
3. *Research hypotheses (if applicable)*: What are your research hypotheses? What relationships do you expect to see?
4. *Background*: Perform a literature review of the research question. Summarize the literature. What has been done? What impact has been shown? This should be sufficient enough to prove why the research is needed and may be used to assemble the written report.
5. *Methods*: How are you going to answer your research question? What is your study design? What will you measure?
6. *Data analysis*: How are you going to analyze the results?
7. *References*

MUE Proposal Approval

Each resident is required to gain approval of the MUE proposal from their project advisor and subject matter expert (SME) as applicable. The project advisor will present the proposal to the RAC in July/August for any additional comments or feedback.

Investigational Review Board (IRB) Approval

The MUE is considered a quality project and therefore IRB approval is not required. The project advisor will work with the resident to obtain a letter from the Director of IRB stating exempt status.



MUE Results Presentation

The results of the MUE project will be presented in poster format at the ASHP Midyear Clinical Meeting / Vizient University Health System Consortium Pharmacy Network Meeting. Poster review sessions will be scheduled in November. All members of the RAC and department management will be invited.

The resident should prepare a brief written report of their MUE findings. Additional presentations of the MUE results may be scheduled at various committee or Department meetings as the project advisor sees fit.

Project Advisor

The P&T Secretary will serve as the project advisor in conjunction with a SME as necessary based on the MUE subject. The project advisor will serve as the primary contact for the resident throughout the MUE process. The project advisor will guide the resident through the proposal writing process and will be responsible for assuring progress is being made and that the MUE is being done in a scholarly manner. The project advisor will submit quarterly evaluations in PharmAcademic to document the resident’s progress.

Resident

The resident will be responsible to invest their time and problem solving skills into the MUE. The resident will keep their project advisor and SME apprised of progress. The resident will be responsible for carrying on the research in a scholarly manner.

Outcomes

Sometimes, the MUE will generate data to support a process change. If this is the case, the resident will be expected to make a recommendation to the Department and depending on needs of the Department, this may become a project within the longitudinal Clinical Practice Management rotation.

End of Year Responsibility

The current residents are responsible for drafting a proposal for the incoming resident class prior to completion of the residency. A template will be provided.

Project Timeline

Project Idea / Proposal Development	July
ASHP MCM Poster Review Sessions	November
ASHP MCM Poster Presentation	December
Additional Presentations as Appropriate	December – March
Develop proposals for incoming class (for PGY1)	May-June



MUE Project Checklist

Date completed

July

1. MUE assigned.
2. Submit MUE proposal to advisor and SME(s).
3. Obtain approval from project advisor to proceed with the project.

August

1. ASHP MCM Poster submission window opens August 15.

September

1. Final written MUE proposal submitted to project advisor, SME(s), and RPD.
2. Submission to IRB.

October

1. ASHP MCM Poster Submission window closes October 1.
2. Present first draft of poster to the RAC and Department management.

November

1. Present final draft of poster to the RAC and Department management.

December

1. Present poster at ASHP MCM.
2. Review comments or questions from ASHP MCM poster session with project advisor and SME.
3. Committee Presentations as determined by project advisor, SME(s), and RPD

May

1. Develop proposal for incoming residency class (for PGY1 residents)



Grand Rounds

Grand Rounds is a forum in which pharmacy residents formally present clinically relevant topics to pharmacy and hospital staff. The resident will learn to evaluate the scientific literature and discuss its applicability to clinical practice. The goal of Grand Rounds is to enhance the resident’s knowledge regarding the use of drug therapy to treat and prevent disease. The resident will learn to present complex concepts and scientific data in a clear and concise manner.

The audience will consist of pharmacy residents, pharmacy practitioners, pharmacy students, and invited guests. Presentations will be formal in nature and audience members will refrain from asking questions during the presentation (except to ask brief points of clarification).

Each resident is required to do one formal presentation. The presentation must comprehensively review the treatment of a medical disorder or examine a pharmacotherapeutic problem in a specific patient population. The topic must be approved by RAC a minimum of three months in advance of the presentation. Each presentation must be 45 – 50 minutes in duration, allowing approximately 10 minutes for questions. The presenter must use audiovisual aids (i.e. slides, video) during the presentation. A practice presentation is required to be given to the advisor and the RPD or RPC. All members of the audience will evaluate each presentation using a standardized assessment instrument.

Residents must work with content experts/mentors for each presentation. Mentors should provide guidance to the residents regarding the selection of an appropriate topic, developing the handout and slides for the session and writing learning objectives for CE credit. All programs will be offered for continuing education (CE) credit.

Slide Format --- Refer to UCHealth Branding standards

1. The approved UCHealth Power Point template can be downloaded from:
<https://brand.uchealth.org/site/index>
2. Fonts: Arial or Helvetica work best. (Avoid Times New Roman)
3. Animation:
 - a. No backgrounds that contain moving part. Text animation is fine when used in moderation
4. If you use transition or effect between slides be consistent on every slide.
5. An acknowledgement slide is optional. If added, it should be last slide of the presentation, after the questions slide, seen not heard.
6. In general, be consistent from beginning to end

Project Timeline

Idea	December
RAC presentation idea approval	Minimum of 3 months in advance of the presentation
First draft due to advisor	2 months prior to presentation
Final draft due to advisor	1 month prior to presentation
Practice presentation	1 month to 2 weeks prior to presentation
Slides due to ACPE coordinator	10 days prior to presentation



Lead Resident Rotation Responsibilities

(only applicable to PGY1 Residents)

The Lead Resident will have defined leadership responsibilities centered on the activities necessary to support the mission and vision of both the residency training program and the Department of Pharmacy. The Lead Resident will rotate quarterly throughout the year.

Lead Resident Responsibilities

1. Working with the Director of Pharmacy and RPD to serve as the point person to facilitate and clarify issues and policies regarding the Pharmacy Residency Program
2. Monthly Resident Meeting
 - a. Serve as Chair for this meeting
 - b. Prepare an agenda in collaboration with the Director of Pharmacy and RPD
 - c. Prepare and distribute meeting minutes following the meeting to all residents
3. Complete projects during the rotation as assigned by the Director of Pharmacy and RPD
4. Attend the RAC meetings. Prepare and distribute minutes of the meeting to the RPD and RAC members.
5. If asked, will be responsible for the "Resident Update" at the Manager's meetings

Specific Monthly Responsibilities

June/July

- Work with Diane to update telephones and computers from last year's residents
 - Current extensions are 59382, 59383, 51138, 51136
 - Set up voicemail by dialing 51374 (default pin 1234)
- Work with Diane to order business cards and white coats
- Acquire biographies for each resident/preceptors to update the webpage
- Facilitate coordination of the code and rotation schedule

November/December

- Assist the RPD in the coordination of activities for the ASHP Midyear Clinical Meeting
- Prepare a summary of hotel and flight information
- Collect the sign in sheets from Residency Showcase

February

- Assist the RPD in the coordination of activities for residency interviews
- Prepare a summary of hotel and flight information for candidates

April/May

- Assist the RPD in the coordination of activities for Mountain States Residency Conference
- Communicate with incoming residents on housing, travel plans, preparation for exams, etc



Residency Applicant Assessment Procedure

ASHP Accreditation Standard 1 states that residency applicant qualifications will be evaluated by the RPD or designee through a documented, formal procedure and that the criteria used to evaluate applicants must be documented and understood by all involved in the evaluation and ranking process. Applicants must be graduates or candidates for graduation of an Accreditation Council for Pharmacy Education (ACPE) accredited degree program (or one in process of pursuing accreditation) or have a Foreign Pharmacy Graduate Equivalency Committee (FPGEC) certificate from the National Association of Boards of Pharmacy (NABP). For PGY2 applicants, the applicant must be participating in, or have completed, an ASHP-accredited PGY1 pharmacy residency program or one in the ASHP accreditation process. UCHealth Memorial Hospital will adhere to all the requirements and deadlines established by the American Society of Health-System pharmacists (ASHP) and the National Matching Services (NMS).

Residency applicants are to submit the following materials through WebAdmit to the RPD by January 1: letter of interest; curriculum vitae; three letters of recommendation; pharmacy school transcript.

Each application will be reviewed and scored by a minimum of two reviewers, using the Residency Scoring Tool for PGY1 or PGY2, as applicable. The PGY1 and PGY2 Residency Scoring Tools list various categories to be scored and evaluated. The categories include, at a minimum: (1) Grade Point Average, (2) Work Experience, (3) Extra-curricular activities/Leadership experience, (4) Presentations/Projects/Research/Publications/Teaching Experience, (5) APPE Rotations/PGY1 Residency Rotations, (6) Letter of Intent, and (7) Letter of recommendation.

Criteria have been established for each of the categories being evaluated and the associated “point value”. This is provided in the PGY1 and PGY2 Residency Scoring Tools. Under each category, criteria and associated point values are listed. Reviewers are encouraged to use their judgment when scoring applications, as the scores are guidelines only. Reviewers submit point values within WebAdmit.

Applicant scores will be tallied based on the PGY1 and PGY2 Residency Scoring Tools. A preliminary ranking of applicants, along with additional comments from preceptors and residents, will be reviewed by the RPDs and presented to the residency interview team who will make the final decision as to whom to invite for on-site interviews. This process is reviewed yearly with preceptors at the November RAC Meeting and at a meeting with the current residents.

Interview Process

By December, dates for interviews will be determined. Four to six candidates will be offered interviews for each residency position. Interview dates will be selected by the residency candidates in a first-come-first-serve manner. Prior to the on-site interview, candidates will be required to submit a job application through the human resources department. Additionally, candidates will be provided a copy of the residency manual prior to arriving on-site to allow the candidate to fully understand the expectations of the residency programs.



For the PGY1 residency, four to six candidates will be interviewed each day. For the PGY2 residencies, two candidates for each program will be interviewed each day. The candidates will be brought from the hotel to the hospital by a current resident, taxi or hotel shuttle, or personal transportation. Candidates will be met in the lobby by a current resident or RPD and escorted between interviews by a current resident or RPD. Candidates will receive a tour of the department's pharmacy areas and have lunch with the current residents or preceptors. Candidates will interview with the RPD, preceptors, managers, and the Director of Pharmacy. The PGY2 candidates will also interview with nursing and physicians from the respective departments. Predetermined questions are provided to the interviewers to evaluate each candidate. The candidate will be evaluated on communication skills, critical thinking skills, and basic pharmacotherapy knowledge through a presentation or written patient case.

Residency Applicant Ranking Procedure

Following the on-site interview, the interview team will submit their scores into WebAdmit. The residency interview team will rank the candidates based on their application, interview, clinical presentation/case, overall impression, and program fit/compatibility. In the event that the residency interview team does not agree, the RPD will retain the final decision.

The RPD will submit the rank list to the National Matching Service. Once the Match results are released, the RPD will distribute the results to the residency interview team and RAC.

Match Phase II Procedure

In the event that all positions are not matched in Phase I of the Match, UCHealth Memorial Hospital will participate in Phase II of the Match in accordance with ASHP regulations. Applicants will be reviewed by a minimum of one preceptor or resident but should be reviewed by two individuals. Assessment will follow the procedure as previously outlined. Six candidates for every position will be offered a telephone/video interview for each open position. Candidates will be provided a copy of the residency manual prior to their interview to fully understand the expectations of the residency program. Candidates will interview with the RPD, preceptors, current residents, and the Director of Pharmacy based on availability. Predetermined questions are provided to the interviewers to evaluate each candidate.

Following the interview, ranking will commence following the procedure as previously outlined.



Early Commitment

To be considered for a PGY2 position via the Early Commitment process, a formal letter of interest from a current PGY1 resident shall be provided to the PGY2 RPD, copied to the PGY1 RPD and Director of Pharmacy.

- Signed hard copies of the letter are due to the PGY2 RPD no later than **November 4th**.
- The PGY2 RAC will review interested candidates' progress including, but not limited to, monthly rotation performance and all evaluations in PharmAcademic.
- A brief interview and/or presentation may be requested by the PGY2 RAC committee.
- Following review and discussion of interested applicants, the RAC shall provide a recommendation to the Director of Pharmacy and PGY2 RPD.
- With agreement from the RAC, DOP, and PGY2 RPD, the PGY2 RPD will sign the "Early Commitment Letter of Agreement" from the National Matching Service (NMS) website and provide the offer to the PGY1 Candidate.
 - Offer will be provided to the PGY1 no later than December 1st
- The signed acceptance of the offer must be returned to the PGY2 RPD and copies given to the PGY1 RPD and Director of Pharmacy within 48 hours of receipt.
- The PGY2 RPD will then upload the signed agreement to the NMS, and pay the associated fee, no later than December 14th.

Resident Applicant Responsibilities

- Preparation and delivery of a formal letter of interest to be considered for a PGY2 resident position
- Adherence to all applicable deadlines listed above
- Participation in ASHP PGY2 residency matching program according to all ASHP established guidelines and regulations
- Return of signed offer letter is a formal written commitment by resident to the PGY2 program and copies given to the PGY1 RPD and Director of Pharmacy

RPD responsibilities

- Participation in the review of the candidate by RAC
- Approval or denial of the early commitment in collaboration with the Director of Pharmacy
- Preparation and delivery of a formal offer letter for the PGY2 resident position
- Adherence to all applicable deadlines listed above
- Participation in ASHP PGY2 residency matching program according to all ASHP established guidelines and regulations



Your Responsibilities as a Pharmacy Resident

Clifton J. Latiolais

Much has been said and written about the obligations and responsibilities required of the Preceptor, the Pharmacy Department and its staff and the hospital for teaching you, the pharmacy resident. But what about your responsibilities as a resident? Do you have any? If so, what are they? Let us seek the answers.

Before going further, you must know what the word “responsibility” means. To me, the best definition is “a particular burden of obligation upon who is responsible.”¹

To Your Hospital

Learning is most efficient when the learner is actively involved in the learning process. That is why you are in the residency program, i.e., to learn through doing. You, as a pharmacy resident, enter into a contract with the hospital to render certain services in return for a learning experience. Because you are in a hospital training program, you are expected to give the hospital services in return for the stipend received. To believe that you are there only to learn is not true. The hospital has provided the training ground and is entitled to receive a fair share of your services as its reward.

Every hospital has its own policies, rules and regulations. These have been drafted by the trustees and are binding to every employee. You, as a resident, being an employee of the hospital, are expected to familiarize yourself and abide by them. Any infraction, such as smoking in a prohibited area, is reason enough for disciplinary action. You should also respect the hospital’s property by carefully using equipment and fixtures.

The hospital expects you, a graduate pharmacist, to practice within the legal framework of your profession. You must strictly adhere to all federal, state and local laws. The hospital may assume liability for a breach of any pharmacy standard, law or regulation.

You should show your sincere loyalty to the hospital. This can be done by supporting its policies, rules and regulations, both inside and outside of the building. Criticizing the hospital is being disloyal. Any criticizing should be done privately in the confines of the department head’s or other administrative officer’s office.

To Your Profession

There should not be any question about giving your wholehearted support to the pharmacy profession. This can be done best by actively supporting the American Pharmaceutical Association and American Society of Hospital Pharmacists at a minimum. This, of course, can be done by becoming a member of both groups. You should also belong to both the state and local pharmacy and hospital pharmacy organizations. You might also join other pharmaceutical groups of a specialized area of interest.

Becoming a member is not enough. To receive the full worth of belonging, you should attend the meetings of these organizations. If there is an opportunity, you might even participate in one of the programs. You should not have to be prodded to attend these meetings. You have the responsibility of fulfilling this obligation.



Too many graduated residents lose their interest and become lackadaisical after receiving their certificate. Promote hospital pharmacy after completing your residency. There are several ways of doing this. Those who have an ability to write should do so, not for the sake of publishing an article, but to contribute to the worthwhile literature of hospital pharmacy conduct scientific or administrative research wherever you go. A profession dies without research. Recruit capable pharmacy students to hospital pharmacy. Remember, they will be our leaders of tomorrow.

You will soon realize that you are slowly forgetting what you learned in college. Your own continuing education program can solve this. One way is to attend professional meetings and local seminars. You are in a position where, if a meeting is scheduled during the daytime, you can take leave from the hospital and attend the meeting.

Perhaps a new development in the nursing field will directly affect the Pharmacy Department. Therefore, you should learn and keep abreast of new trends in the hospital field. This means that you must pursue not only the pharmacy, but the hospital literature as well. This can be done best by subscribing to some of the pharmacy and hospital journals. If this is too expensive, the pharmacy should have these journals available. If there is something lacking, then the hospital library will have them.

Along with keeping abreast of new trends in hospital pharmacy practice, don't forget drugs. As a pharmacist, you are responsible for keeping current with trends in drug therapy. Providing drug information daily means that you must know about new drug information or where you can obtain it. By the same token, being aware of drugs removed from the market is just as important.

You are professional practitioners. Maintain the highest standards of daily prescription practice. Too many times I see shortcuts or slipshoddiness. These are not becoming of a professional. You owe it to yourself and the patients to dispense and compound with the highest degree of accuracy attainable.

It is your professional responsibility to observe both moral and ethical codes. You should show that your conduct is above reproach and has met the qualities of a good pharmacist. You have the moral obligation to see that other pharmacists do not practice under the influence of alcohol, narcotics, or other stimulants and depressants. Wolkovich defines ethics and "the etiquette, rules or standards of ideal personal or professional conduct."²

The Alpha's Code of Ethics says, in part, "Accordingly, the pharmacist recognizes his responsibility to the state and to the community for their well-being, and fulfills his professional obligations honorably."³

Just because you earned a degree by completing five years in a college of pharmacy does not mean you automatically deserve respect from both professional and non-professional people alike. You must earn respect. Earn it through your daily interactions with people by the way you conduct yourself as a professional. People do not respect a B.S. or Pharm.D. degree, but the person holding it.



You should be loyal to your colleagues. If a question is raised doubting the integrity of a fellow pharmacist, give him the benefit of the doubt. To openly criticize another pharmacist without his being able to defend himself is unjust.

To Your Department

Looking at an organizational chart, you find yourself directly responsible to the Director of the pharmacy department. This is a unique position. Usually no one else is directly responsible to this person except his assistant. The time arises, though, that you are assigned to a certain area such as inpatient dispensing. In this event, you are now responsible to the Supervisor of inpatient dispensing. Theoretically, you still are responsible to the Director, but for practical purposes, your responsibility lies with the Supervisor.

Difficulties may arise from this. You may see something being done that you don't agree with. The natural tendency might be to go immediately to the Director and inform him of it. A staff pharmacist has a more difficult time than you to bypass his Supervisor in attempting upward communication. The subordinate realized that if he does bypass his immediate Supervisor, he might jeopardize his whole future with him. This is not so for you because of your relationship with the Director. You should respect the chain of command, however. Wait until the next conference or other such time for a discussion.

Times arise when a certain area may be deluged with work or a pharmacist is sick. When this occurs, it is your duty to cheerfully come to the aid of the others. You may argue that the department should be able to get along without your services. This is true. But remember that many times you are working on projects not directly concerned with getting drugs to the patient. I could not willfully stand aside and watch other pharmacists toil and sweat because I had to complete a survey on the use of germicide solutions in the hospital. If a job requires teamwork, do your fair share of the work.

You should be agreeable and help other people in the pharmacy. It is possible for an individual to be a good pharmacist, but be a disagreeable person. Agreeableness can be developed. One must think less of oneself and be interested in the feelings of other people. Where intradepartmental communication can be improved, you are in an ideal position to serve as a liaison between the director and the pharmacy staff. Sometimes the staff does not always fully understand the reasons why a change has been made such as in a new procedure. Due to your close relationship to both the Director and staff, you are in an ideal position to explain such things. The staff may be dissatisfied with something but hesitate to tell the Director about it. They may well tell you, however, and you can convey the staff's feelings to the Director.

Probably all the pharmacists on the staff have been practicing pharmacy much longer than you have. They have amassed a wealth of knowledge and experience during this time. They must be respected for this. A college of pharmacy is limited to what it can teach. Therefore, there is much to be learned after graduation. You may think you know more than many of the pharmacists, but a "know it all" attitude will not gain you anything. Age and experience count for something. It is probable that individuals of the older generation can offer profitable suggestions and advice, which you can use to your advantage.



To Your Preceptor

The relationship between you and your Preceptors in today's residency program can be traced back to the classical apprenticeship of the medieval craft guilds. You have been told of the fascination of the work for the by and the mutual devotion of both the master and apprentice.

The Preceptors should be accorded all the loyalty and respect due to them. Although you are seeking advanced specialized training unlike an apprentice or intern, your Preceptor deserves these. They are the masters. Have faith in them. Perhaps they may do things that are not completely understood at the time. Have faith in them until they can explain their ways. Faith is a powerful attribute. It is easier to help one who has faith than it is if he is suspicious. I am not saying to extend blind loyalty, but you should give the intention of your preceptors the most favorable interpretation.

Learn to speak and write to your Preceptors. If you can learn to communicate and clearly understand them, you enhance your chances of a close relationship. Sometimes you discuss things of a private or semi-private nature. You must hold these in confidence. You are obliged to tell no one about such matters while other times you have the use discretion.

Having a close rapport with your Preceptor, you should be ready to accept any criticism, advice, or suggestion that they might offer. This works both ways. You have the responsibility of informing them, of anyway they might improve themselves or the department. Through this close relationship, the Preceptor and you can discuss things that would otherwise serve as a barrier between the two of you.

Your Preceptor is a busy and important individual. His/her time is valuable to the hospital. Respect this time. You should not bother them with trivialities. Speaking of time, if you feel you have not been in an area long enough to have fully grasped the subject, you have the responsibility of informing your preceptor of this. Not saying anything will only handicap you in the future.

To Yourself

Now to consider what responsibilities you owe to yourself. First of all, you are a professional. Don't forget it! Conduct yourself as only a professional would. There are some qualities and attitudes for which you must assume responsibility.

1. Attendance and Punctuality

These go hand in hand. Regular attendance on time should become a habit. You have no more right to be two minutes late than you have to be two hours late. If you must turn in a report every three months, do so on the date due without someone reminding you.

2. Personal Appearance



You should look like a resident. Never use extremes in your attire. There should be a certain something about your appearance, which encourages confidence in your ability.

3. Integrity of Character
Positions of trust and responsibility can go only to those who are scrupulously honest. Careful observance of one's word and a code of personal honor are necessary to accomplishing any high endeavor.
4. Desire to Cooperate
Modern economic life results from men working together in voluntary and involuntary cooperation. We can only have real progress based upon joint endeavor.
5. Diligence and Application
This means consistency in purpose, attention to necessary details, and the ability to stick to a job until it is mastered.
6. Improvement on Own Initiative
Self-improvement is the development of all your faculties. Gibbon once said "Every person has two education...one he receives from others and, one more important, which he gives himself." If you aren't familiar with a drug, find out about it before, not after someone asks you a question.
7. Enthusiasm
In the words of Emerson, "Nothing great was ever achieved without enthusiasm." Enthusiasm and the ability to arouse enthusiasm in others should be based on a sincere belief that there is a sound reason for enthusiasm. This enthusiasm is contagious so it can serve to inspire the other pharmacy staff members.
8. Perform Duties Promptly and Cheerfully
Sometime or another you are faced with doing something you don't like to do. If you are assigned something, which may not be to your liking, you have a responsibility to do it promptly and cheerfully. Putting it off will only make matters worse and grumbling about it won't help either.
9. Willingness to work
Belonging to a profession such as pharmacy, you must be ready to serve your fellow man whenever called upon, day or night. You may think it is possible to be a success working from 9 to 5. It isn't. How many real successful men do you personally know who work only eight hours a day? Think about it.

Don't think these are the only qualities and attitudes that are needed to make a good resident. This is not so. The above list contains the things that stand uppermost in my own mind. The next person would have his own list.



These, then, are your responsibilities as pharmacy residents. Take a moment and examine yourself. Are you deficient in any of the mentioned areas? You have the responsibility to cultivate them if you are to meet with the success you naturally aspire to.

The words of Keith Preston seem appropriate.

I am the captain of my soul;
I rule it with stern joy;
And yet I think I have more fun
When I was a cabin boy.

References

1. Barnhart, Clarence L.: The American College Dictionary, text edition, Harper & Brothers Publisher, New York, p. 1034.
2. Wolkovich, William L.: Norms of Conduct for Pharmacists, The Colonial Press, Inc., Clinton, Mass., 1962, p. 18.
3. Anon.: J. Am. Pharm. Assoc., Pract. Ed. NS3:72 (Feb.) 1963.



PGY1 Graduate Tracking

2019 - 2020		
Name	Project	First Position
Laura Becker University of Colorado Skaggs School of Pharmacy	Clinical considerations and outcomes in successful re-challenge with immunotherapy after an immune related adverse event	
Luisa Hoyt University of Kentucky	Comparing clinical outcomes in C. difficile infection between toxin positive and negative patients in a community hospital system	
Rachel Jenson University of Wisconsin-Madison	Effect of a pharmacist driven MRSA screening protocol on vancomycin and linezolid days of therapy in patients with pneumonia	
Riya Patel University of Tennessee	Pharmacoeconomic analysis of the switch from intravenous to subcutaneous trastuzumab in a large health system	
2018 -2019		
Name	Project	First Position
Bayli Larson University of Colorado Skaggs School of Pharmacy	A comparison of single versus dual agent antibiotic prophylaxis for cesarean delivery	ASHP Executive Fellowship Bethesda, MD
Neil Schenk Samford University	The incidence of heparin-induced thrombocytopenia (HIT) in cardiothoracic surgery patients receiving heparin versus enoxaparin for VTE prophylaxis	PGY2 Critical Care Prisma Health Richland Columbia, SC
Lauren Schluenz Creighton University	Compliance of protocol driven hepatitis B serological screening in patients receiving anti-CD 20 monoclonal antibody therapy	PGY2 Emergency Medicine University of New Mexico Albuquerque, NM
Courtney Holmes Oregon State University	Use of a Pharmacy Managed Empiric Continuous Infusion Vancomycin Protocol in Pediatrics	PGY2 Pediatrics Loma Linda University Loma Linda, CA
2017 - 2018		
Name	Project	First Position



Allison Schiefer Ferris State University College of Pharmacy	Comparison of the safety of sugammadex to neostigmine/glycopyrrolate	Clinical Pharmacist UCHealth Memorial Hospital Colorado Springs, CO
Lance Nelson Regis University	Use of acetaminophen (APAP) for neonatal patent ductus arteriosus (PDA) ligation	Clinical Pharmacist Children's Hospital Colorado Colorado Springs, CO
Rachel Miller Samford University	Establishment of a uniform and effective preceptor development program for student and resident rotations within the department of pharmacy	Clinical Pharmacist Children's Hospital Colorado Colorado Springs, CO
Ted Lindgren Drake University	Implementation of a pediatric antimicrobial stewardship protocol for selected acute disease states in a single-centered setting	Clinical Pharmacist Children's Hospital Colorado Colorado Springs, CO
2016 - 2017		
Name	Project	First Position
Anton Nguyen University Of Utah	Development of a practice standard for monitoring adult patients receiving bone-modifying agents at a community cancer center	Clinical Pharmacist HealthSouth Rehabilitation Hospital of Utah Salt Lake City, UT
Catherine McCall Texas Tech University Health Sciences Center	Evaluation of erythropoietin alfa in patients with acute kidney injury	Clinical Pharmacist Texas Health Presbyterian Hospital Flower Mound Flower Mound, TX
Chelsea Goldsmith University of Iowa	Assessment of initial febrile neutropenia management in hospitalized cancer patients at a community cancer center	PGY2 Pediatrics Resident Children's Hospitals and Clinics of Minnesota Minneapolis, MN
Heather Johnson Medical University Of South Carolina	A comparison of ampicillin- sulbactam to ampicillin plus once daily gentamicin for pregnant women with a diagnosis of chorioamnionitis	Pediatric Clinical Pharmacist Children's Hospital Colorado Colorado Springs, CO
2015 - 2016		
Name	Project	First Position
Kyle McDaniel University Of Kansas Main Campus	Introduction of a pharmacy driven culture review for outpatient treatment of complicated and uncomplicated urinary tract infections in the emergency department	Emergency Medicine Pharmacist Olathe Medical Center Olathe, KS



Ruby Nkwenti University Of Maryland Eastern Shore	Evaluation of a pharmacy driven central line tube priming protocol to reduce central venous catheter infections in the NICU	Clinical Pharmacist First Health of the Carolinas – Moore Regional Hospital Pinehurst, NC
Diana Fischer University Of Utah	Pharmacy resident implementation of a transitions of care pilot program	PGY-2 Ambulatory Care Resident Intermountain Health Care Salt Lake City, UT
Elizabeth England University Of The Sciences In Philadelphia	Dexmedetomidine adjunct therapy compared to benzodiazepines alone for the treatment of alcohol withdrawal syndrome in critically ill trauma patients	Clinical Pharmacist The Medical Center of Aurora Aurora, CO

PGY2 Critical Care Graduate Tracking

2019-2020				
Name	PGY-1 Program	Project	Employment upon completion of PGY2	Board Certification
Joseph Oropeza	Baylor University Medical Center Dallas, TX	Midodrine as Adjunctive Therapy for Vasopressor Weaning in Patients Recovering from Septic Shock		

PGY2 Oncology Graduate Tracking

2019-2020				
Name	PGY-1 Program	Project	Employment upon completion of PGY2	Board Certification
Abdinasir Bile	University of Minnesota Medical Center Minneapolis, MN	Safety and efficacy of Venetoclax with a hypomethylating agent in the treatment of AML and MDS in community cancer setting		