

PGY1 Community-Based Pharmacy Residency Successful Completion checklist							
Documents will be uploaded to Pharmacademic and resident Teams channel binder (slide deck, final drafts, certificates of completion, etc). Progress will be assessed, adjusted, and discussed during quarterly development plan meetings. These are the <i>minimum</i> requirements for completion; residents may be assigned additional projects, presentations, etc based on interest or need for further development.							
Area	Requirement	Min Qty	Comments	Progress			
				Q1	Q2	Q3	Q4
Orientation	OH Pharmacist License	1	Date: ; License #:				
	Basic Life Support (BLS) Certificate	1	Exp:				
	Immunization certificate	1					
	CITI & CGP Human Research Certificate	2					
	Orientation Checklist Submitted to RPD	1	EPIC/WAMB training & policies/procedures				
	ASHP self-reflection & entering-interests form	1	In Pharmacademic				
Community Service	Community outreach events	4	Update quarterly via resident monthly report				
Staffing	Completion of weekend and holiday staffing requirement	16	14 Saturdays and 2 Cleveland-clinic recognized holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Report	Email completed report to RPD by the 7 th of each month	12					
Practice Advancement Projects (R2)	Large Project (R2)						
	Protocol Defense	1					
	IRB approval	1	N/A if deemed QA/QI				
	Results (final presentation)	1					
	Manuscript final draft submitted to PI	1	Date: Anticipated Journal:				
	Small project: timeline & final report (R2.1.2, R2.1.6)	1	MUE, pipeline forecast, clinical program development/enhancement/analysis, cost or budget analysis				
	Business plan for major, minor, or another project	1					
	Drug class review, monograph, treatment guideline, treatment protocol, utilization management criteria, and/or order set. (R.1.4.2)	2	Drug monograph or formulary utilization criteria (EHP)				
	Completion of NEOMED Teaching Certificate (TLC)	1	Upload certificate of completion				<input type="checkbox"/>
	ASHP Midyear (December)	1					

Conference attendance	Ohio Pharmacist's Association (April)	1	Poster or platform presentation of large project				
Precepting (R4)	Facilitate an APPE topic discussion	2	Upload notes/handouts				
	Provide written feedback to APPE student	1	Journal Club or Presentation				
	Complete midpoint or end of rotation evaluation	1					
	Co-precept student rotation	1	Focus month:				
Teaching & Education (R4)	DI Center Journal Club	1					
	Resident Conference (OBJ 4.1.1 & 4.1.3)						
	•	1	Journal Club				
	•	1	Case/guideline update				
	Seminar (OBJ 4.1.3 & 4.1.4)	1	Title:				
	Ambulatory Care monthly (OBJ 4.1.3 & 4.1.4)						
	•	2	Audience: primary care pharmacists, residents, and students				
	•		#2 must include audience participation strategies				
	Written education: Guideline Summary/Update						
	•	1	Audience: RPH/residents/students				
			Occurs during Elective, HIV, or Specialty				
Patient Notes/ documentation	De-identified patient care notes:		Goal: display ongoing care of the same patient				
	• Anticoagulation	2					
	• Primary Care	4					
	• Community Pharmacy	2					
	• Specialty: New Patient Enrollment	2					
	• HIV Ambulatory Care	2					
	• Transitions of Care	4					
	• Ambulatory Care Elective	2					
Closeout	Submit exit interview to RPD	1					
	All Pharmacademic evaluations submitted & cosigned		Date:				
	Phone, laptop, chargers returned to Mandy		Date				
	Competency Area R1 % Achieved for residency (ACHR)	100%	Need 14 objectives (all) ACHR				
	Objectives R2, R3, R4 ACHR (%)	80%	Need 14 out of 17 objectives ACHR				