

**PGY1 Community-Based Pharmacy Residency Successful Completion checklist**

Documents will be uploaded to Pharmacademic and/or resident G: drive folder (slide deck, final drafts, certificates of completion, etc). Progress will be assessed quarterly and discussed during quarterly development plan.

Area	Requirement	# to upload	Comments	Progress			
				Q1	Q2	Q3	Q4
Orientation	OH Pharmacist License	1					
	Basic Life Support (BLS) Certificate	1					
	Immunization certificate	1					
	Orientation Checklist Submitted	1	EPIC/WAMB training & policies/procedures				
	Initial self-reflection & entering-interests form	1	In Pharmacademic				
Community Service	Community outreach events (8)	8	Update quarterly via resident monthly report				
Staffing	Completion of weekend and holiday staffing requirement	16	14 Saturdays and 2 Cleveland-clinic recognized holidays				
Monthly Report	Email completed report to RPD by the 7 <sup>th</sup> of each month	12					
Large project/ research	<b>Title:</b>						
	IRB approval	1					
	Manuscript submitted to journal	1	Date:      Journal:				
	Project entered into RedCap for closeout	1					
Teaching & Precepting	Completion of NEOMED Teaching Certificate (TLC)	1	Upload certificate of completion				
	Precept IPPE/APPE topic discussion	4	Upload notes/handouts				
	Conduct formative student rotation evaluations	2	Upload copies of written evaluations				
	Co-precept student rotation	1	Focus months:				
Advancing community practice (organizational leadership)	Business Plan for new or enhanced service (R 3.2)	1					
	Evaluation of new or enhanced service (R 3.2.3)	1					
	Updated or new collaborative practice agreement, standing order, or protocol to expand scope of pharmacy services (R2.1.4)	1					
	Present at Pharmacy Manager Meeting	1					
Presentations (audience RPH, students)	Large Project Defense	1	Date:				
	Resident Conference • •	2					
	Seminar	1	Title:				
	Large Project Results	1					

	Ambulatory Care monthly	2	Audience: primary care pharmacists				
Education	<b>Written</b> education to <u>healthcare professionals</u> <ul style="list-style-type: none"> <li>• Drug Information Newsletter</li> <li>• Journal Club</li> <li>• Drug info questions</li> <li>•</li> </ul>	1 1 3 1	Audience: enterprise healthcare professionals Audience: DI pharmacists, students, residents Audience: Audience:				
	<b>Verbal</b> education to <u>healthcare professionals</u> <ul style="list-style-type: none"> <li>• EHP P&amp;T Committee Formulary Meeting</li> <li>• 4C Immunization series (contact Katie Rivard)</li> </ul>	1	Audience: MD, RN, RPh, administrators Audience: 4C providers (community care)				
	<b>Written</b> education to patients, caregivers, and members of the community: <ul style="list-style-type: none"> <li>• AVS education smartphrase (primary care)</li> <li>• EHP Formulary Update Letter</li> </ul>	1					
	<b>Verbal</b> education to patients, caregivers, and members of the community: <ul style="list-style-type: none"> <li>•</li> </ul>	1	OK to 'double dip' with community outreach events if applicable				
Patient Notes/ documentation	De-identified patient care notes:						
	• Anticoagulation	4					
	• Primary Care	6					
	• Community Pharmacy	2					
	• Specialty: New Patient Enrollment	2					
	• HIV Ambulatory Care	3					
	• Transitions of Care	4					
• Amb Care Elective	2						
Closeout	Final self-reflection	1	Upload to Pharmacademic				
	Submit exit interview to RPD	1					
	All Pharmacademic evaluations submitted/cosigned		Date:				
	Phone, laptop, chargers returned to Natalie		Date				
	Competency Area R1 % Achieved for residency (ACHR)						
	Objectives ACHR						