

PGY1 Community-Based Specialty 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					
	Attendance at all orientation activities	1	Completion checklist				
	Initial self-reflection	1	In Pharmacademic				
Community Service	Community outreach events (8)	8	Update quarterly via resident monthly report				
Staffing	Completion of staffing rotation	22					
	On call rotation (including NYE/NYD holiday)	6					
Monthly Report	Email completed report to RPD by the 7 th of each month	12					
Large project/ research	Title:						
	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				
	TLC Teaching Philosophy & Portfolio	1					
	Precept IPPE/APPE topic discussion	4	Upload notes/handouts				
	Conduct formative student rotation evaluations	2	Upload copies of written evaluations				
	Co-precept student rotation	3	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 Administrative Campus Leadership Meeting	1					
Presentations	Large Project Defense	1	Date:				
	Resident Conference •	2					
	Seminar	1	Title:				

