

PGY1 RESIDENCY - ACTIVITY TRACKING GRID 2022-2023; MINIMUM REQUIREMENTS FOR PROGRAM COMPLETION

RESIDENT NAME:

INSTRUCTIONS: Please complete this document on an ongoing basis throughout the residency year. It is used to keep track of all residency-related activities and projects completed during the year. It is the resident's responsibility to ensure this is completed and sent to the program director and coordinator at the time of each quarterly scheduled summative evaluation. Please edit the document as required in order to document all appropriate activities. The requirements listed here and indicated in the residency policies must be fully met in order to obtain a residency certificate of completion.

At minimum, 80% of all objectives must be achieved for the residency per the current ASHP PGY1 Residency Accreditation Standards. The remaining 20% that are not achieved for the residency must all at the very least be in satisfactory progress, with no needs improvement. The resident must successfully complete all required and scheduled learning experiences. All assignments and activities of the learning experience as required by the primary preceptor of the rotation must be completed.

PharmAcademic: All assigned evaluations must be completed prior to the last day of residency. Any evaluations requiring resident co-signature must be completed prior to the last day of residency.

Sections highlighted in green below are considered mandatory to meet the requirements for PGY1 residency completion. Please also track activities highlighted in the yellow sections.

THE REQUIREMENTS LISTED BELOW WILL NEED TO MEET MINIMUM EXPECTATIONS SET FORTH BY THE RESIDENCY PROGRAM. PERFORMANCE ON OF ANY OF THESE TASKS DEEMED 'NOT ACCEPTABLE' OR OF 'BELOW AVERAGE' QUALITY WILL UNDERGO FURTHER REVIEW BY THE PROGRAM DIRECTOR, COORDINATOR, AND/OR PRECEPTORS AS APPROPRIATE AND THE RESIDENT MAY BE REQUIRED TO COMPLETE MAKE UP ASSIGNMENTS AND/OR REPEAT THE TASK UNTIL PROFICIENCY IN THE RESPECTIVE AREA HAS BEEN ESTABLISHED AS DEEMED BY THE PROGRAM ADMINISTRATION.

Presentation and/or other requirements may be revised by the program director and coordinator upon agreement from the Residency Advisory Committee during the residency year without prior notice. Not an all-inclusive list. All projects / presentations pending must be completed prior to the last day of the residency year unless otherwise approved by the program director.

General

Note: NYS Licensure – Per Resident Licensure Policy; Indicate Licensure Status / Date:

Immunizer Status:

St John Fisher Teaching Course-Related Activities

Dates of Attendance	Session / Activity
---------------------	--------------------

Preceptorship (Part of the Teaching Certificate Program at WSOP)

Dates	Rotation	Trainees	College	Involvement as Preceptor

Presentations: Two presentations must be to an audience outside of the pharmacy department (e.g. nursing or physician in-services) and at least one presentation must offer CE credit. (See separate table for Journal Club). This includes presenting at resident conferences, research presentations (UB day, Eastern states) presentations while on any rotation, teaching Tuesdays, RASHP CE, any other regional / national presentations etc. MINIMUM REQUIRED: 6.

No	Date	Learning Experience	Title of Presentation	Duration of Lecture	Type of Audience

Journal clubs: At minimum, 1 of these sessions must be a formal session where you are the presenter. Participation in other journal clubs will count towards meeting the minimum required. MINIMUM REQUIRED: 3 (1 as formal presenter).

No	Date	Rotation	Title of JC	Presented or Attended?

Guidelines / Topic Discussions: Guideline reviews, case conferences, general topic discussions during rotations and participating in EM /CC / Medicine pharmacy conferences count towards meeting this requirement. MINIMUM REQUIRED: 8.

No	Date	Learning Experience / Rotation	Title	Duration	Format (case, guideline, EM conf.)

Management Longitudinal

Dates	Projects Completed, Books / Articles Covered etc.	Preceptor

Research - Note: At minimum, #1 Minor Project Presentation (Midyear Poster) and #1 Major Project Presentation (Platform) is required. For the Major Research project, data analysis must be completed and findings presented at UB day and Eastern States Residency Conference. A manuscript in a form suitable for publication must be completed prior to the last day of the residency program to obtain a residency certificate.

Midyear

Project Title:

Primary Preceptor / Co-Preceptors / Residents:

Sept Update:

October Update:

November Update:

December Update:

3rd/ 4th Qtr Updates (if applicable):

Eastern States

Project Title:

Primary Preceptor / Co-Preceptors / Residents:

Qtr 1 Update:

Qtr 2 Update:

Qtr 3 Update:

Qtr 4 Updates / Manuscript Status (a completed project report in manuscript format is due to preceptors prior to completion of residency):

Resuscitation: Required Meetings/Certifications/Assignments: ACLS certification, Pharmacy Code response SOP (“Blue 100” for inpatient or “Medical 500” in the ED) and Stroke response SOP and complete the competency on MyPath. The following are required if completing an ICU or EM rotation: PERT response – review PERT SOP and complete the competency on MyPath, Sepsis response – review the Pharmacy Code Sepsis SOP, and review Trauma Team Video: <https://vimeo.com/69986802>

Standard Operating Procedure (SOP) and Competencies

Certification / SOP	Completion Date / Comments
ACLS	
Code Response SOP	
Stroke Response SOP & Competency	
PERT Response	
Sepsis Response	
Trauma Team Video	

Mock Code Attendance: MINIMUM REQUIRED: 0 (Includes Peds and Adults)

No	Date	Rotation	Preceptor

Blue-100 Codes: MINIMUM REQUIRED: 2

No	Date	Rotation	Preceptor	Involvement During Code

Therapeutics / Committee Involvement - Note: Attendance to Therapeutics is mandatory when assigned and completion of all activities as described in the learning description is required. You may also be rotating through other hospital committees and subcommittees during the year. Please track which committees you attend and your involvement at the meetings. You are required to complete a minimum of #3 of any of the following activities as part of your involvement in the committees during the year: monograph, minutes, newsletter write-ups, guideline policy and/or update, presentation at Therapeutics and/or subcommittees etc. MINIMUM REQUIRED: 3

No	Date	Committee (Therapeutics, Clinical Council etc.)	Involvement (Guideline preparation, Minutes, Presentation etc.)	Preceptor

Departmental Staff & Patient Safety Meetings - Attendance to Departmental Staff Meetings: MINIMUM REQUIRED: 4 and Attendance to Departmental Patient Safety Meetings: MINIMUM REQUIRED: 2.

No	Date	Meeting (Staff or Safety?)

Continuing Education / Educational Opportunities - Please list any CE programs or other educational sessions (In-services, CE sessions at national meetings etc.) attended during the year

Date	Program Title	Credits provided (if CE)	Program Number	Organization Sponsoring Training (if applicable)

Informatics / Safety Projects (as applicable)

No	Learning Experience	Projects Completed, Books / Articles Covered etc.	Preceptor

Professional Writing / Other Projects - Please list any formal drug information, newsletter write-ups completed, manuscript reviews, or any other projects completed during the year not listed above

No	Activity	Title / Project	Preceptor