Area	Requirement	# to upload	Comments	Progress Q1	Q2	Q3	Q4
**PGY1 Community-Based Pharmacy Residency (Specialty) 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.						

PGY1 Community-Based Pharmacy Residency (Specialty) 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 (within 90 days of start date)	1	Date: ; License#:				
	Basic Life Support (BLS) Certificate	1	Exp:				
	Immunization certificate	1					
	Orientation Checklist Submitted	1					
	Initial self-reflection & entering-interests form	1	In Pharmacademic				
Community Service	Community outreach events (4)	4	Update quarterly via resident monthly report				
Staffing	Completion of staffing requirement (within CCC 1/2/3 Learning Experiences)	36					
	On call (at home) rotation (including NYE/NYD holiday)	6					
Monthly Report	Email completed report to RPD by the 7th of each month	12					
Large project/ research (R2.1.1-R2.1.6)	**Title:**						
	IRB approval	1					
	Platform style or poster presentation	1	Date: Meeting:				
	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					
	Conduct formative student rotation evaluations	2	Upload copies of written evaluations				
	Co-precept student rotation	3	Focus months:				
Advancing community practice (organizational leadership and population	Prepare or revise a drug class review, monograph, treatment guideline, treatment protocol, utilization management criteria, and/or order set. (R.1.4.2)	1					
	Minor project with business plan for a new or enhanced service (R2.1.2, R2.1.6)	1					

health management)	Present at Administrative Campus Leadership Meeting	1						
	Attends required conferences • ASHP Midyear • NASP or ASHP Summer Meeting • OPA	3						
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 and specialty clinic/ specialty pharmacists					
	Administrative Campus Learner Topic Discussion Series (Verbal education to students)	1	Audience: learners					
Education (R4.1.1-R4.1.3)	**Written** education to healthcare professionals •	1	Audience: MD, RN, RPh, administrators					
	Verbal education to healthcare professionals •	1	Audience: MD, RN, RPh, administrators (examples should be different audience)					
	Written education to patients, caregivers, and members of the community: •	1						
	Verbal education to patients, caregivers, and members of the community: •	1	OK to 'double dip' with community outreach events if applicable					
Patient Notes/ documentation	De-identified patient care notes: • Care Coordination Center (CCC) • Ambulatory Care Clinics • Patient Centered Dispensing • Longitudinal follow-up	10 4 4 4	CCC (6 new patient notes and 4 ongoing patient assessments, all disease state focus must be utilized at least once) Ambulatory Care Clinics (4 patient care notes – at least 1 from each disease state focus area) Patient-Centered Dispensing (Any area of focus with progress note/patient documentation) Longitudinal follow-up (at least 2 notes from separate encounters illustrating					

				longitudinal follow up with patient in at least 2 different disease state focus areas)				
Closeout		Final self-reflection	1	Upload to Pharmacademic				
		Submit exit interview to RPD	1					
		All Pharmacademic evaluations submitted/cosigned		Date:				
		Phone, laptop, chargers returned		Date				
		Competency Area R1 % Achieved for residency (ACHR)*	100%					
		Objectives ACHR (R2, R3, R4)*	80% With no NI not followed by SP or ACH					
		Completion of all required residency rotations (as outlined in Program Structure)	11					

* A resident must achieve for the residency (ACHR) all the objectives in R1. A resident must ACHR 80% of the objectives in R2, R3, and R4. And by the end of the residency, there can be no objectives that are rated as Needs Improvement not followed by a Satisfactory Progress or Achieved during the residency.