RESIDENCY PROGRAM COMPLETION REQUIREMENTS

Pre-Residency Requirements

- The resident must have received a Doctor of Pharmacy degree from an accredited school of pharmacy.
- Residents are required to become a registered pharmacist in the state of Maryland within 90 days of the start date. If the resident fails to do so, the resident will be dismissed from the residency program. *(It is highly encouraged that the resident obtains licensure by August 15th).*

Satisfactory completion of the following is required:
1. Required rotations, longitudinal experiences, and elective rotations
2. Residency Project
3. Required Presentations
   - Journal clubs
   - Patient case presentations
   - Disease state presentation
   - Medication Error case presentation
   - Pharmacotherapy Rounds
4. Service (Staffing) Responsibilities
5. Attendance at Required Meetings
6. Maintenance of Electronic Residency Portfolio (found on S: drive and in PharmAcademic)
7. Greater than 80% of the assigned educational objectives must be achieved

1. Overview of Practice Rotations

   Required Experiences:
   - Orientation
   - Internal Medicine I
   - Internal Medicine II
   - Critical Care (MICU)
   - Infectious Diseases
   - Pharmacy Practice Management
   - Transitions of Care
   - Ambulatory Care/Anticoagulation Clinic
   - Pharmacotherapy Rounds/Teaching hours
   - Residency Project

   Longitudinal Experiences:
   - Distribution
   - Clinical Pharmacy Administration
   - Medication Safety

Schedule:
Residents are expected to work a minimum of 40 hours a week.

In order to avoid conflicts with rotation training experiences, the maximum amount of time off permitted in a rotation is 3 days. Any additional time requested must be evaluated and approved by the RAC.

Residents are expected to focus on their assigned learning experiences, meeting with preceptors, and clinical activities.

Time to work on research and pharmacotherapy rounds will be limited to after hours or when the resident’s tasks/assignments have been completed for that day.

Elective Rotations*:

- **On-site electives:**
  - Hematology / Oncology
  - Surgical Intensive Care (SICU)
  - Pain Management
  - General Surgery

- **Off-site electives: Based on availability**
  - Academia
  - Cardiology
  - Psychiatry
  - Pediatrics

*Mandatory rotations may be repeated as electives

Residency Manual, schedules, rotation descriptions etc
- Can be found by going to S:\Dept\Pharmacy\Pharmacy Residency Program

The residency program is customized for each resident based upon his or her goals, interests, and previous experience. All residents are required to complete core rotations to develop a broad knowledge base. A wide range of elective rotations are available to permit the resident flexibility in pursuing individual goals.

**Off-Site Rotations**

Many of the residency programs in the Baltimore area offer rotations to residents in other programs. Off-site rotations are provided based on approval by the RPD and availability of the rotation preceptor. Requests for off-site rotations should be made early in the residency year and are not guaranteed at anytime. If a resident is approved for an off-site rotation, arrangements will be made with the residency director, the off-site preceptor, and the resident for rotation details. The resident will be responsible for maintaining proper communication with both the residency program director and the off-site preceptor, especially for scheduling conflicts, missed time, and make-up time. Please see the “Elective Booklet” on the UMD website for a list of rotations at other institutions.

**2. Residency Project** (refer to Tab 6)

Completion of a major project is a required component of the residency program. The resident is expected to plan, design, and complete a major project related to pharmacy practice within the residency year. The resident will choose a residency project and the main purpose is to provide the resident with the skills necessary to conduct and manage a
major project over the course of the allotted time in their residency year. Residency projects must be approved by the Residency Advisory Committee (RAC) by the August meeting of the RAC (generally the 1st Tuesday of the month). At the completion of the project, the resident is required to submit a final copy of his/her project manuscript in publishable form by the third week of June. The project will be presented to the pharmacy staff and also at the regional level at the Eastern States Residency Conference. If time allows residents may also present their research at the MSHP residents’ poster/platform presentation or at other professional meetings of their choice. The project is intended to improve the resident's communication and research skills.

4. Required Presentations

Project Presentation (refer to Tab 6)
Residents are required to present the results of their research project at the Eastern States Residency Conference. Residents are required to submit their projects for poster presentation and/or publication at ASHP Midyear Clinical or other meetings deemed appropriate by the Project Advisor.

Patient Case Presentations
Patient case presentations are a required part of most clinical rotations. The preceptor for each rotation will notify the resident if a case or disease state presentation is a required element of that rotation. The resident is responsible for bringing evaluation forms to each presentation. Review articles are required to be sent out to preceptors one week prior to the presentation.

Journal Club
Residents are required to facilitate three formal Journal Club discussions throughout the year. The resident will present a current piece of literature and present the article’s background, relevance, strengths, weaknesses, application to practice, etc. The resident is responsible for bringing evaluation forms to each presentation. Journal articles are required to be sent out to the CPG seven days prior to the presentation.

Pharmacotherapy Rounds (refer to included Checklist)
The resident will prepare and present Pharmacotherapy Rounds for continuing education credit for residents, preceptors, and pharmacists in the Baltimore area. The presentation takes place at the University Of Maryland School Of Pharmacy. The presentation should be a pharmacotherapy topic that includes some controversy and/or current issue in pharmacotherapy. This is a sixty minute ACPE approved presentation. Primary literature is to be used as a guiding force to put this presentation together. This is to be prepared and presented with MS Power Point. This presentation will have a self-evaluation as well as an evaluation by the presentation mentor.

5. Teaching Responsibilities
The resident is required to teach a minimum of six hours, per semester, at University of Maryland. There are additional teaching opportunities offered at Notre Dame of Maryland University School of Pharmacy. The resident will choose a class and be paired with a professor from the school. The resident will be evaluated by the professor. Prior
to choosing teaching experiences, the resident must obtain approval from the RPD and preceptor for the rotation block in which the teaching assignments will occur.

In addition, the resident is required to precept student presentation sessions during assigned rotation blocks. Working with a preceptor, the resident is responsible for scheduling presentations sessions, assigning presentation times to the students, attending presentations, and evaluating the student presentations.

6. Service Responsibilities (staffing)
Resident rotates every third weekend and holidays. Residents also work one 3-hour afternoon every other week in the Central Pharmacy. It is the responsibility of the resident to arrange for coverage if unable to work during his/her designated weekend shift.

Residents may elect to work extra shifts for a per diem pay rate, **ONLY** at Sinai. Moonlighting at other pharmacies is **NOT** permitted. Residents are required to work a minimum of 40 and a maximum of 80 hours per week. For more specifics see ASHP’s website for the *Duty-Hour Requirements for Pharmacy Residencies*.

Residents are required to work one summer holiday (Labor Day, Memorial Day), one winter holiday (Thanksgiving, Christmas, New Years Day), and one Jewish holiday (Rosh Hashanah, Yom Kippur). Please note July 4th is excluded as an option due to its timing at the beginning of the residency year. Residents are permitted to take a “floating PTO” day for any holiday worked (see section on vacation and benefits for details on requesting paid time off - PTO).

7. Residency and Professional Meetings
To broaden the residency experience, residents are required to attend a variety of meetings throughout the year. These may be departmental meetings, administrative staff meetings, committee meetings, or clinical meetings. In most cases, the preceptor will assign meeting attendance at the beginning of each rotation. In other cases, the resident may be requested to attend a specific meeting by another preceptor in order to broaden the resident’s educational experience or assist with the development of a project. These meetings include, but are not limited to:

*Residency Advisory Committee*
The resident will be invited to the Resident Advisory Committee Meeting occasionally as part of the quarterly review done with the program director. These meetings serve to keep the resident informed of their progress, to discuss any problems, or changes that need to be made.

*Departmental Meetings* will be held periodically. The purpose of these meetings is to inform the pharmacy staff of developments occurring within the hospital and system-wide.

*Professional Meetings / Joint Meetings with other Residency Programs*
Pharmacotherapy Rounds (at University of Maryland School of Pharmacy or Johns Hopkins Hospital): The resident is required to attend at least 8 lectures throughout the course of the year.

Professional Development Seminar Series (at University of Maryland School of Pharmacy): The resident is required to attend at least 6 lectures of interest throughout the course of the year. If a resident would like to attend any of these meetings and there is a time conflict, they should notify their current preceptor BEFORE the Management round session convenes.

Eastern States Residency Conference: The resident is required to attend the Eastern States Residency Conference to present their research project. Travel support will be provided for this trip.

ASHP Midyear Clinical Meeting: The resident has the opportunity to attend the ASHP Midyear Meeting in December. Travel support will be provided for this trip.

Maryland Society of Health System Pharmacists (MSHP): The resident is encouraged to attend MSHP meetings regularly.

Maryland Society of Health System Pharmacists (MSHP): The resident is required to attend the MSHP Residency Showcase. This event takes place during the MSHP Fall Seminar.

Annual Resident Visit to ASHP Headquarter: Annually ASHP welcomes new residents for a one day visit at the ASHP headquarter in Bethesda, Maryland. Residents are required to attend this meeting and be able to:

- Define the role that ASHP can play in their professional life, both on a daily basis and over the span of their career.
- Explain ASHP’s involvement in selected current pharmacy issues.
- Identify one or more ways that they would like to be actively involved in ASHP activities.
- Explain the relationship between their professional goals and ASHP member benefits.

8. Portfolio
The residents are required to keep a portfolio of all projects, presentations, and evaluations completed throughout their residency year. This should be done electronically on the pharmacy residency folder on the S:drive and in PharmAcademic.

Additional duties or assignments
The resident may be given additional assignments and responsibilities throughout the year by preceptors or the program director in addition to the requirements outlined in this manual.