BACKGROUND:

PGY1 Pharmacy
The use of this template document should fulfill the following requirements of the ASHP Accreditation Standard for Postgraduate Year One (PGY1) Pharmacy Residency Programs (hereinafter the Standard)
Standard 4: Requirements of the Residency Program Director and Preceptors
  • 4.4 Residency Program Leadership Responsibilities
    RPDs serve as organizationally authorized leaders of residency programs and have responsibility for:
    o 4.4.d. evaluation, skills assessment, and development of preceptors in the program;
    o 4.4.e. creating and implementing a preceptor development plan for the residency program;

• 4.9 Preceptors-in-Training
  o 4.9.a. Pharmacists new to precepting who do not meet the qualifications for residency preceptors in sections 4.6, 4.7, and 4.8 above (also known as preceptors-in-training) must:
    ▪ 4.9.a.(1) be assigned an advisor or coach who is a qualified preceptor; and,
    ▪ 4.9.a.(2) have a documented preceptor development plan to meet the qualifications for becoming a residency preceptor within two years.

PGY1 Community-based
The use of this template document should fulfill the following requirements of the Accreditation Standard for Postgraduate Year One (PGY1) Community-Based Pharmacy Residency Programs prepared jointly by ASHP and APhA (hereinafter the Community Standard)
Standard 4: Requirements of the Residency Program Director and Preceptors
  • 4.2 Residency Program Directors (RPD)
    o 4.2.c Leadership Responsibilities of the RPD
      RPDs serve as designated and authorized leaders of the residency program and have responsibility for:
      ▪ 4.2.c.3.4 - RPDs or designees create and implement an overall preceptor development program and oversee the creation of individual preceptor development plans.
  • 4.3.d Preceptors-in-Training
4.3.d.1 Pharmacists who do not fully meet the qualifications for residency preceptors in sections 4.3.a, 4.3.b, and 4.3.c above are designated as preceptors-in-training.
   - 4.3.d.1.1 Each is assigned an advisor or coach who is a qualified preceptor.
   - 4.3.d.1.2 Each has a documented preceptor development plan to achieve qualifications to become a residency preceptor within two years.

PURPOSE:

To establish the policies and procedures for preceptor development and improvement in accordance with the appropriate Accreditation Standards for Pharmacy Residency Programs.

To define strategies for ongoing preceptor program improvement and to define a plan of action to ensure a high level of competency for all pharmacists involved in precepting pharmacy residents.

POLICY:

The <Insert Pharmacy Residency Program name> will set forth preceptor criteria and maintain preceptor development and improvement in accordance with American Society of Health-Systems Pharmacists (ASHP) standards.

RESPONSIBILITY:

The residency program director (RPD) is responsible for providing preceptors with the opportunity for development of precepting skills. It is the responsibility of each individual preceptor to participate in opportunities offered.

PROCEDURE:

- RPD provides preceptors with opportunities to enhance their teaching skills.
  - It is the responsibility of the RPD to determine which activities will be offered for preceptor development.
  - For presentations, or other group educational activities, preceptors will be required to sign in to the program, remain for the entire program, and complete all the necessary activities for credit.
  - For suggested personal activities (articles, online seminars, etc.), the honors system will be used.
o The RPD should provide at least one activity per residency year.

• RPD utilizes a plan for improving the quality of preceptor instruction based on an assessment of residents, written evaluation of preceptor performance and other sources.
  o The RPD will evaluate resident performance, preceptor performance, and overall rotation experience using evaluations from PharmAcademic or other as specified by program.
  o Any issues identified by the RPD in any of these evaluations will be addressed by the RPD with the included parties.
  o Any issues brought to the RPD's attention in addition to official evaluations will be handled in the same manner.

• At least annually, the RPD will consider overall program changes based on evaluations, observations, and other information.
  o The RPD will conduct an exit interview with each resident upon separation from the program.
  o Any information received from this interview, along with information received from evaluations, observations, and other sources will be considered by the RPD for potential program changes.
  o Issues regarding preceptor performance, rotation dissatisfaction, etc. will be discussed with the involved parties by the RPD.
  o The RPD may add or remove preceptors or rotations from the program at any time at his/her discretion.

ACTION:

The <Insert Residency Program Name> will provide activities, opportunities, and resources for preceptor development and improvement.

1. Required activities:
   • New preceptor orientation (new preceptor orientation will occur when a new pharmacist is ready to take residents.)
     o Preceptor assessment (Ability to meet preceptor criteria) will be done during pharmacist position interviews and during orientation.
     o Overview of the PGY1 Residency (i.e., goals, structure, policies, resident responsibilities, preceptor responsibilities)
     o Introduction to PharmAcademic® (if applicable)
   • All preceptor pharmacists are required to maintain ACPE accredited C.E. units sufficient to satisfy state pharmacist licensure. See link for more information:
     https://www.pharmacy.texas.gov/infocist/continue.asp
All preceptor pharmacists are required to maintain ACEP accredited C.E. units sufficient to satisfy state pharmacist preceptor certification. See link for more information: [https://www.pharmacy.texas.gov/files_pdf/Specific_CE_Requirements.pdf](https://www.pharmacy.texas.gov/files_pdf/Specific_CE_Requirements.pdf)

- Participation in Residency Advisory Committee Meeting
- Participation in Residency Preceptor Meeting (Quarterly)
- Participation in Residency Interviews.
- Addressing any deficiencies in preceptor performance and ensuring appropriate training is received to correct deficiencies.
- Keeping up with the current literature topics relevant to improving precepting, mentoring and teaching skills.
- Ongoing self-evaluation of their own preceptor skills by listening to the feedback they receive from the residents, other preceptors and the RPD.
- Actively seeking out training for self-improvement in their precepting skills.
- Documenting their preceptor development training on an annual basis.

2. Encouraged activities:
   - Participating in and facilitating informal preceptor development discussions at scheduled residency preceptor meetings (i.e. generational gap presentation, leadership presentation, pharmacy topic video, presentation of clinical pearls, book reviews).
   - Attending local, state, and national programs and bringing information back to share with other preceptors.
   - Participating in training offered by The University of Texas at Austin College of Pharmacy on preceptor development issues.
   - Actively pursuing scholarship activities in a variety of areas, such as formal presentations, participating as a journal reviewer, writing and submitting publications, performing research.
   - Preceptors are encouraged to acquire board certification, fellow status, etc. for formal recognition by peers as a model practitioner.

3. Helpful Links:

   Online Preceptor CPE; UT College of Pharmacy Online Preceptor Orientation and Training Activities - [http://sites.utexas.edu/cpe-potc/online/](http://sites.utexas.edu/cpe-potc/online/)


   Board of Pharmaceutical Specialties Certification provides certification in 5 areas of pharmacy: nuclear, nutrition support, oncology, pharmacotherapy, and psychiatric: [www.bpsweb.org](http://www.bpsweb.org)
American Society of Health Systems Pharmacist (ASHP): www.ashp.org

American College of Clinical Pharmacy (ACCP): www.accp.com

American Pharmaceutical Association (APhA): http://www.pharmacist.com


ASHP Midyear Clinical Meeting Poster Abstract Reviewer. Forms must be received by June 1 in order to be considered for the December MCM. http://www.ashp.org/DocLibrary/PosterReviewerForm.aspx