APPENDIX F: Residency Program Progress Checklist

The following elements will be used to track graduation progress within the Benefis Hospitals residency program. Residents will be asked to track their progress with these elements and will complete a customized training plan in PharmAcademic quarterly with regards to progress in meeting expectations and requirements. The elements below will also be reviewed quarterly with resident evaluations and discussed at the RAC. Any changes to this document will be communicated with the resident before being implemented. The resident may request an item to be considered for meeting a required category below; however the RPD or designee must ok the request before it is considered final.

Requirements to be completed for graduation from Residency	Due Date	Provided documentation of requirement completion	Date Completed
Hospital Employee Orientation			
Pharmacy Orientation checklist			
Obtain pharmacist licensure (If deadline not met, the RPD will develop a corrective action plan)	Within **90 days from July 1st**		
Basic Life Support (BLS)			
Advanced Cardiac Life Support (ACLS)			
Pediatric Advanced Life Support (PALS)			
Projects			
Research Project			
Identify research project	1st quarter		
Submit research project proposal to RPAB	1st quarter		
Present poster at ASHP Midyear	2nd quarter		
Presentation at Mountain States Conference	4th quarter		
Completion of manuscript	4th quarter		
Medication Use Evaluation (MUE)	2nd quarter		
Drug Monograph/Drug Class Review	4th quarter		
Hospital Policy or Guideline Development/Update & Implementation	4th quarter		
Journal Club Presentation(s)	4th quarter		
Pharmacy department education and optional competency exam	4th quarter		

Leadership			
Hospital committee membership (Minimum 1 committee)	1st quarter	Committee:	
Lead at least one (1) P&T Meeting	4th quarter		
Assist in teaching APPE/IPPE students	As students are on-site		
Completion of University of Montana Teaching Certificate (optional)	4th quarter		
Successful completion of scheduled required rotations (Progress with "Achieved for Residency" designation for goals/objectives)			
Practice Management (Orientation)	1st quarter		
Internal Medicine	4th quarter		
Cardiology	4th quarter		
Critical Care	4th quarter		
Project	Longitudinal (4th quarter)		
Research	Longitudinal (4th quarter)		
Practice Management	Longitudinal (4th quarter)		
Infectious Disease	Longitudinal (4th quarter)		
Elective Rotation 1	4th quarter		
Elective Rotation 2	4th quarter		
Elective Rotation 3	4th quarter		
Elective Rotation 4	4th quarter		

Evidence supporting completion of expected and required elements must be included in the **resident portfolio before a certificate of completion will be awarded.**

Required Readings:
   i. ASHP Guidelines: Minimum Standard for Pharmacies in Hospitals
   ii. ASHP Guidelines on the P&T Committee and Formulary System
   iii. ASHP Guidelines on Medication Cost Management Strategies for Hospitals and Health Systems
   iv. ASHP Guidelines on ADR Monitoring and Reporting
   v. ASHP Guidelines on Preventing Medication Errors in Hospitals
   vi. ASHP Guidelines on MUE