



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 during 1 st half residency year	Provided documentation of requirement completion (ex: descriptive narrative or portfolio attachment)?	Date Completed
Hospital New Employee Orientation		
Pharmacy Orientation checklist		
Obtain pharmacist licensure within 90 days from July 1st (If deadline not met the RPD will develop a corrective action plan)		
<u>Research Project</u> ✓ Identify residency research project ✓ Submission of research project proposal to RPD and RAC ✓ Present poster at ASHP Midyear		
<u>Complete a minimum of 2 activities below:</u> Medication utilization evaluation <u>OR</u> Drug Monograph/Drug Class review <u>OR</u> Hospital policy or guideline development/update and implementation <u>OR</u> Pharmacy department education and optional competency exam <u>OR</u> Journal Club presentation		
Basic Life Support (BLS)		
Advanced Cardiac Life Support (ACLS)		
Hospital committee membership (Min 1)		
Successful Completion of <u>scheduled</u> rotations		
Practice Management (Orientation) Cardiology Critical Care		

Internal Medicine Education Major Project (Longitudinal) Practice Management (Longitudinal) Antimicrobial Stewardship and Infectious Disease (Longitudinal)		
Requirements to be completed by 2nd half of residency year	How Was Requirement Met?	Date Completed
<u>Research Project</u> ✓ Presentation at MPA Spring Seminar, Mountain States Resident Conference, and to pharmacy staff ✓ Completion of manuscript		
Completion of University of Montana Teaching Certificate		
Medication utilization evaluation (Min 1 1/yr) <u>AND</u> Drug Monograph/Drug Class review <u>AND</u> Policy or protocol development/update with implementation (Min 1/yr) <u>AND</u> Deliver formal continuing education sessions (Min 2/yr) “grand rounds” <u>AND</u> Journal Club presentation		
Assist in teaching APPE/IPPE students		
Pediatric Advanced Life Support (optional)		
Lead at least one (1) P&T meeting		
Completion of scheduled <u>required</u> rotations		
Practice Management (Orientation) Cardiology Critical Care Internal Medicine Education Major Project (Longitudinal) Practice Management (Longitudinal) Antimicrobial Stewardship and Infectious Disease (Longitudinal)		

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

Completion of scheduled elective rotations (please list and provide date completed).