**PGY1 Managed Care Pharmacy Completion Requirements Example**

The *ASHP Accreditation Standard for Post Graduate Residency Programs* (The Standard) requires programs to document requirements for successful completion of the program (Standards 2.5, 2.5.a, 2.5.a.1, 2.5.b, 2.5.c, and 2.5.d), provide completion requirements to applicants at the time the interview invitation is extended (Standards 2.8, 2.8.d), track progress towards completion of program requirements at the same time the development plan is documented quarterly (3.3.e), and document completion of all program requirements at the end of the residency (Standards 2.13.a and 2.13.b). The requirements for successful completion must be consistent throughout the program’s documents.

For PGY1 residencies, the completion requirements must also include all deliverables listed in the [Required Competency Areas, Goals, and Objectives for Postgraduate Year One (PGY1) Pharmacy, Community-Based, and Managed Care Residency Programs (effective July 1, 2024)](https://www.ashp.org/-/media/assets/professional-development/residencies/docs/PGY1-Harmonized-CAGO-BOD-Approved-2024.pdf) (CAGOs).

Two examples of a Completion Requirements document are provided below. The first example is a table format, and the second example is a list format. Both formats include all elements required by The Standard. When using the table or list format to create your program’s Completion Requirements document, refer to the criteria at the end of the document to ensure all criteria are met.

**PGY1 Managed Care Pharmacy Completion Requirements Example – Table Format**

Documentation of your completion requirements in this format helps ensure consistency between program documents as the table can be included in the manual and/or documents provided to applicants invited to interview and utilized to track progress towards completion of program requirements and for documentation of completion of all program requirements at the end of the residency.

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| --- | --- | --- | --- | --- |
| **Completion Requirements Tracker** | **End of Quarter 1** | **End of Quarter 2** | **End of Quarter 3** | **End of Residency - Final Verification of Completion Requirements** |
| A minimum of 29 objectives achieved for the residency (ACHR)  No objectives with a final rating of NI |  |  |  |  |
| Completion of all required learning experiences |  |  |  |  |
| 1 Presentation of a drug monograph or utilization management criteria to the P&T Committee |  |  |  |  |
| Presentation of year-long project (major project) at a regional residency conference or AMCP meeting |  |  |  |  |
| 1 Provider Newsletter summarizing the P&T Committee decisions |  |  |  |  |
| Completion of two drug monographs |  |  |  |  |
| Development of utilization criteria for one new-to-market drug |  |  |  |  |
| Project plan for major project |  |  |  |  |
| Final manuscript for major project in a format suitable for publication and that has been approved by project team |  |  |  |  |
| Project plan for HEDIS score improvement project (second project). |  |  |  |  |
| Final written report for HEDIS score improvement project (second project). |  |  |  |  |
| Completion of all required topic discussions and active participation in managed care key principles as delineated in the PGY1 Managed Care CAGOs Appendix |  |  |  |  |

**PGY1 Managed Care Pharmacy Completion Requirements Example – List Format**

The list format below is also fully compliant and is a common method for documenting completion requirements in the program’s manual and/or documents provided to applicants invited to interview. If the list format is chosen for this use, ensure that the requirements in the document(s) used to track progress towards completion of program requirements and for documentation of completion of all program requirements at the end of the residency are consistent with the list of program requirements to ensure compliance with Standards 2.8.d and 2.13.b).

*Please note: The asterisk(\*) and font in superscript behind each completion requirement in the list below is included only as a reference to the criteria below and the deliverables specific to the CAGOs objectives. This verbiage is not required to be included in your program’s completion requirements.*

**PGY1 Managed Care Pharmacy Completion Requirements Example**

* A minimum of 29 objectives achieved for the residency (ACHR)\*1 and 2
* No objectives with a final rating of NI\*1 and 2
* Completion of all required learning experiences\*5
* Presentations:
  + 1 Presentation of drug monograph or utilization management criteria to P&T Committee\*3 (Objectives R4.1.1 and 4.1.3)
  + 1 Presentation of year-long project (major project) at a regional residency conference or AMCP meeting \*3 (Objective R2.1.6)
* 1 Provider Newsletter summarizing the P & T Committee decisions\*3 (Objectives R4.1.1 and 4.1.2)
* Completion of two drug monographs\*3 (Objective R1.4.2)
* Development of utilization criteria for one new-to-market drug\*3 (Objective R1.4.2)
* Project plan for major project\*3 (Objective R2.1.2)
* Final manuscript for major project in a format suitable for publication and that has been approved by project team\*3 (Objective R2.1.6)
* Project plan for HEDIS score improvement project (second project) \*3 (Objective R2.1.2)
* Final written report for HEDIS score improvement project (second project) \*3 (Objective R2.1.6)
* Completion of all required topic discussions and active participation in managed care key principles as delineated in the PGY1 Managed Care CAGOs Appendix\*4

*\*Correlates with requirement number in Criteria. For Criteria 4 the corresponding objectives with requirements for deliverables are also included in parentheses for easy reference. The numbers are for reference only and do not need to be included in programs’ completion requirements checklists.*

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| **Criteria** |
| Requirements for successful completion of the program are documented and include the following: |
| 1. Requirements for overall achievement of educational objectives for the residency (ACHR) |
| 1. The minimum threshold related to educational objectives that would allow awarding a certificate of completion |
| 1. List of required deliverables related to educational objectives (Deliverables are defined as documents developed by residents that are related to educational objectives). See *Required Competency Areas, Goals, and Objectives for Post Graduate Year One (PGY1) Pharmacy, Community-Based, and Managed Care Residency Programs* (effective July 1, 2024)for minimum requirements for program completion. |
| 1. Appendix requirements, if the program’s associated Competency Areas, Goals, and Objectives include a required appendix. *(Note: This is not applicable for PGY1 Pharmacy residency programs.)* |
| 1. Other requirements as defined by the program |
| Matches checklist used to track progress quarterly and final documentation at the end of the year if the completion requirements are documented in in a different format in the manual or documents provided to applicants invited to interview. (Standards 2.8.d, 2.13.b and 3.3.e) |
| Requirements are objective and clearly written with little left to interpretation |
| Documentation ensures uniform application of requirements |