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ashp[®] NATIONAL PHARMACY PRECEPTORS CONFERENCE

Thanks for making this a very well attended National Pharmacy Preceptors Conference! The National Pharmacy Preceptors Conference was held October 17-19 at the Hilton Anatole, Dallas, Texas. The conference was attended by 690 participants and included residency training program directors, coordinators, preceptors for both residents and students, pharmacy administrators and anyone interested and involved in pharmacy education. In addition to Residency Program Design and Conduct (RPDC) workshops and informative educational sessions, a networking poster session and reception was held for preceptors to share innovations in residency training and pharmacy student education and was a great success!

Save the date for the 2020 National Pharmacy Preceptors Conference:
NEW LOCATION: October 22-23, 2020 in Chicago, Illinois.

2020 Call for Proposals: Proposals will be accepted between November 15, 2019 – January 15, 2020. [Learn More](#)



MCM2019: Residency and Accreditation Educational Sessions



Pre-Meeting Workshops: Residency Program Design and Conduct (RPDC)

Don't Miss the New RPDC Workshops! Our newly redesigned Residency Program Design and Conduct (RPDC) workshops are customized for the various stages of a residency program. These "hands-on" workshops provide an intensive, in-depth review of current standards, competency areas, and educational goals and objectives for residency program structure, orientation, learning experiences, preceptor roles, evaluation, resident development plans, and continuous program improvement. Each workshop will include information, examples, scenarios, resources, idea-sharing and time for questions and answers. You will definitely not want to miss the first opportunity to get up close and personal with the PGY1 or PGY2 Accreditation Standards. The RPDC Workshops will be held on Saturday December 7th, 2019. There is an additional fee to attend these workshops. Deadline for workshop registration is December 2, 2019 and seating is limited. Link for more information on registration: <https://midyear.ashp.org/Education/Pre-Meeting-Workshops>

Saturday December 7 – Pre-Meeting Workshops

8:00 a.m.-5:00 p.m.	Residency Program Design and Conduct (RPDC) RPDC A: PGY1 New Programs (Limit 80 participants) RPDC B: PGY1 Existing Programs (Limit 100 participants) RPDC C: PGY2 New and Existing Programs (Limit 100 participants) Workshop Fee: \$390 (lunch and break included)
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MCM19: Residency and Accreditation Related sessions

Meeting room assignments can be found on the ASHP LIVE! App [Learn More](#)

Saturday, December 7

6:30 p.m.–7:30 p.m.	Pharmacy Residency Excellence Awards Presentation and Reception Mandalay Bay, South Convention Center, Reef E, Level 2
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Sunday, December 8

Pharmacy Technician Training Program Directors and Instructors

1:00–2:00 p.m.	New and Prospective Pharmacy Technician Training Program Directors and Instructors Meeting Mandalay Bay, South Convention Center, Mandalay Bay D, Level 2
2:00–3:00 p.m.	Pharmacy Technician Training: New ASHP/ACPE Pharmacy Technician Education and Training Accreditation Standards For 2019 Mandalay Bay, South Convention Center, Mandalay Bay D, Level 2

Residency Program Directors and Preceptors

- 12:00 p.m.–1:00 p.m.** PhORCAS: How Programs Can Optimize the WebAdMIT™ Portal within PhORCAS
Mandalay Bay, South Convention Center, Mandalay Bay B, Level 2
- 1:00 p.m.–2:00 p.m.** Getting Started and Applying for Accreditation-Finding the Pathway and Taking the Right steps
Mandalay Bay, South Convention Center, Mandalay Bay B, Level 2
- 2:00 p.m.–3:00 p.m.** Using PharmAcademic™ to Support Resident Learning
Mandalay Bay, South Convention Center, Breakers C, level 2
- 3:00 p.m.–5:00 p.m.** Residency Program Directors and Preceptors Town Hall: Updates from the Commission on Credentialing
Mandalay Bay, South Convention Center, Breakers C, level 2

Monday, December 3

- 6:30 a.m.–9:00 a.m.** Veterans Affairs Residency Open Forum
Mandalay Bay, South Convention Center, Mandalay Bay L, Level 2
- 1:00 p.m.–4:00 p.m.** Residency Showcase™
Mandalay Bay, South Convention Center, Bayside B, Level 1
- 4:30 p.m.–5:30 p.m.** Community Pharmacy Residency Open Forum
Mandalay Bay, South Convention Center, Banyan B, Level 3
- 4:30 p.m.–5:30 p.m.** Regional Residency Conference Planners Meeting
Mandalay Bay, South Convention Center, Palm D, Level 3

Tuesday, December 4

- 8:00 a.m.–11:00 a.m.** Residency Showcase™
Mandalay Bay, South Convention Center, Bayside B, Level 1
- 10:00 a.m.–11:00 a.m.** Ask the Pharmacy Residency Accreditation Surveyors Roundtable Discussion
Mandalay Bay, South Convention Center, Lagoon G, Level 2
- 1:00 p.m.–4:00 p.m.** Residency Showcase™
Mandalay Bay, South Convention Center, Bayside B, Level 1
- 2:00 p.m.–3:00 p.m.** Ask the Pharmacy Residency Accreditation Surveyors Roundtable Discussion
Mandalay Bay, South Convention Center, Lagoon G, Level 2
- 4:30 p.m.–5:30 p.m.** Managed Care Pharmacy Residency Open Forum
Mandalay Bay, South Convention Center, Palm B, Level 3

Residency Showcase Tips and Reminders

Residency Showcase 2019 is right around the corner! Be sure that you are doing everything you can to prepare by using the checklist below.

- ✓ Review your program's information in the new Residency Program [listing portal](#). If you need assistance, [please review the instructions](#). Accurate information will ensure that prospective residents can find you in the showcase.
- ✓ Check your organization's name on the [Floor Plan](#), which is how it will appear in on-site signage.
- ✓ Review information on the [Residency Showcase information page](#), including information on shipping, lead retrieval, ordering electric power for your booth, and much more.
- ✓ If you are interested in participating in the Virtual Residency Showcase on December 18, please [register now](#).
- ✓ Visit the [2019 ASHP Midyear Clinical Meeting website](#) to locate answers to any questions about your trip and experience at the meeting.
- ✓ Plan for booth set up. Individuals must be registered for the Midyear Clinical Meeting to gain access and to participate in the Residency Showcase. Set up times are as follows:
 - Monday PM session (1-4 pm) – Set up 12:00 pm – 12:45 pm
 - Tuesday AM session (8-11 am) – Set up: 7:00 am – 7:45 am
 - Tuesday PM session (1-4 pm) – Set up 12:00 pm – 12:45 pm

If you have any questions or concerns, please contact us at showcase@ashp.org

Important! Reminder

Directors of accredited programs must submit written notification of substantive changes to the residency program to ASHP's Director, Accreditation Services Division, within 30 days of the change. Please include your program code number in all written communication.

Substantive changes include changes to the leadership (i.e., changes in residency program director or chief/director of pharmacy), content and construct of the program, organizational ownership or accreditation. Residency program directors of multiple-site programs must get approval from ASHP's Accreditation Services Division prior to adding or removing a site. Notification forms are posted on the ASHP website. Any substantive change in the organization of a program may be considered justification for re-evaluation of the program and/or a site survey.

Link to: [ASHP Regulations on Accreditation of Pharmacy Residencies](#)

Update: Residency Directory Self Service Portal

The residency Directory Self Service Portal launched one year ago and is well received. Programs should contact asd@ashp.org for any assistance regarding the Self Service Portal. It is recommended that programs do not spend time troubleshooting on your own and reach out for assistance to avoid wasting time and being frustrated!

PhORCAS/WebADMIT™ Updates



Pharmacy Online Residency Centralized Application Service

PhORCAS, the Pharmacy Online Residency Centralized Application Service opened for applicants on November 5th at 3pm. The [ASHP website](#) includes new information concerning regarding PhORCAS for applicants, programs and reference writers for this year. Information regarding how PhORCAS can save applicants time, effort, and money can also be found on the website.

Also, please close out any positions in PhORCAS that are early committed to avoid applicants applying to positions that are not available. (Please see reminder below in the next section.)

WebADMIT is the selection portal of PhORCAS that allows residency program directors and preceptors to sort resident applicant information and has been completely revamped this year with the implementation of enhanced WebAdMIT software. WebAdMIT turbo charges the previous selection portal capabilities for programs and adds in a wealth of brand new features such as facilitating interview scheduling, integration of scoring models, custom access rights on a per user basis, a single sign-on for users with multiple programs within an organization, and much more. A session will be held at the Midyear Clinical Meeting at 12 noon on Sunday December 8th from 12 noon-1pm, come learn how WebAdMIT can help your program improve the efficiency of the residency selection process for the current application season.

Reminder: Early Commitment Process Deadline- December 18, 2019

To learn more about the rules for participation in the Early Commitment Process, please review the information from the [National Matching Service](#).

PGY2 residency programs may only offer early commitment to PGY1 residents who are in programs sponsored by the same organization that sponsors the PGY2 program. Under certain very limited conditions, PGY2 programs may also offer early commitment to PGY1 residents from an affiliated organization. To determine if your organization meets the criteria established by ASHP for an affiliated organization that can offer early commitment to a PGY1 resident, please email Accreditation Services at asd@ashp.org.

Programs that fill all their positions through the Early Commitment Process must access the PhORCAS system as soon as possible to close the program for applications, so that other applicants will not be able to apply to the program. However, these programs should not withdraw themselves in the NMS Match System, as this will be done by NMS when the Early Commitment letter of agreement is received and processed by NMS.

Positions available in participating PGY2 programs that are not removed from the Match through the Early Commitment Process by the December 18, 2019 deadline must be offered through the matching process, and applicants interested in such positions must register for and participate in the Match.

Important Dates for 2019 National Matching Service – Two Phase Match

November 1, 2019	List of ASHP Match programs available
December 18, 2019	Final date for receipt at National Matching Services, Inc. of letters of agreement and fees for the early commitment of PGY2 positions to current PGY1 residents
December 31, 2019	Recommended date by which applicants should register for the Match
February 1, 2020	By this date instructions for submitting Rank Order Lists and obtaining Match results will be available to applicants and Program Directors registered to participate in the Match.
February 10, 2020	Beginning on this date applicants and programs will be able to submit Rank Order Lists for Phase I of the Match
February 27, 2020	Final date on which applicants can register to participate in Phase I of the Match
February 28, 2020	Phase I Rank Order List Deadline
March 13, 2020	Results of Phase I Match released to applicants and program directors. Program Directors must send letters of confirmation no later than April 12, 2020. 12:00 EST. The list of programs with available positions for Phase II will be provided on the Match website beginning at 12 noon EST. Applicants who are not matched to a position in Phase I, and those who did not participate in Phase I, will be able to use Phorcas to prepare applications beginning March 13 following release of Phase I Match results.
March 17, 2020	Beginning at 9:00am EST, applicants who either did not obtain a position in the Phase I Match or did not participate can submit applications to programs participating in Phase II Match
March 23, 2020	Beginning on this date, applicants and programs will be able to submit Rank order lists for Phase II of the Match.

March 31, 2020	Final date on which applicants can register to participate in Phase II of the Match.
April 1, 2020	Phase II Rank Order List Deadline
April 8, 2020	Results of Phase II of the Match released to applicants and Program Directors. Program Directors must send letters of confirmation no later than May 8, 2020 12:00 EST. The list of programs with available positions after Phase II of the Match will be provided on the Match website. Programs can update information on positions available in the Post-Match Process in the NMS system until May 31. Applicants who do not obtain a position in the Match will be able to prepare and submit applications for programs that have available positions.
April 9, 2020	Date for programs with available positions to begin making offers to applicants who did not obtain a position in either Phase of the Match.

Read more about the [2020 ASHP Match process here](#).

Statistics from the 2019-20 Class

- Match total number of applications submitted – **88,375**
- Average number of applications per applicant – **11**
- Number of individual reference writers – **19,900**
- Number of references submitted – **74,078**

ASHP Advocates to Safeguard Pharmacy Residency Program Funding

On June 5, ASHP sent a [letter](#) to CMS Administrator Seema Verma requesting that CMS cease cost disallowances for pharmacy residency programs until CMS provides technical assistance and improves audit processes and auditor training. Programs have received arbitrary and inconsistent cost disallowances on the basis of cost accounting procedures that had been acceptable in previous years and to different auditors. We encourage all of our members to send an email to their congressional representatives asking that Congress protect residency program funding. It's quick and easy to do through our [Call-to-Action alert](#). Additionally, if you have information to share with ASHP about a current or previous CMS audit, please [email Jillanne Schulte Wall, ASHP Director of Federal Regulatory Affairs](#).

PharmAcademic™ Update: Release Notes Summer/Fall – 2019

The following is a summary of recent releases:

T/TE report will now only pull information from the active learning experiences.

The Global Task List has been updated to include more columns. Each column allows users to sort their task list to better manage assessments, assignments, and requirements.

Checks for Closing out Residents: the following will appear when closing out a resident if a resident is closed out early and/or if evaluations are not complete:

- A list of incomplete tasks has been added to the close out process to show RPDs any assessments and cosign tasks needing completion.
- If an RPD tries to close out a resident prior to all learning experiences being completed, the RPD will need to edit the end date of the learning experience first.

Removing Preceptors

- Before removing a preceptor from their program, RPDs/Designees have to remove the preceptor from any learning experiences and current/future scheduled learning experiences.
- For preceptors scheduled with residents, they are provided with a grid and asked to update the resident's schedules.
- For preceptors assigned to learning experiences, we have added a short cut so the RPD can remove the preceptor by clicking Remove Preceptor from Learning Experience.

Small Updates and Resolved Issues

- Active Residents Master Schedule are no longer displaying removed learning experiences.
- Non-learning experiences were added.
- No double-click needed when adding activities to a learning experience.
- Close Out Comments are now appearing on a closed out resident's Program tab.

Updated Development Plans

- As a 4th quarter resident development plan is not required by the Standard, the dashboards been updated and RPD reminders eliminated.

Updates to Community Self-Reflections: The following were made

- The edit link to change the due dates for Self-Reflections has been removed.
- Self-reflections (for community residents) can be sent back for edit and resubmitted

Enhancements to Formative Feedback:

- Two new "Feedback Provided" reports: a resident-specific feedback report (Resident Reports tab) and a program-wide feedback report for all residents (available only to RPDs and Designees on the Program Reports tab). Both reports include the option to show mapping.

- Users will be able to add a feedback title when entering resident feedback. The title will be added to the feedback grids and in feedback reports.
- After viewing feedback on the grid, users can return to the grid to continue reviewing other feedback entries.

Reminder: the Academic and Professional form (APR) in PharmAcademic™ is not ready for use by residency programs yet.

Commission on Credentialing (COC) Meeting Highlights

The full presentation of the August 2019 Commission on Credentialing highlights will be available on the website after the Midyear Clinical Meeting in December.

Executive Summary of Length of Accreditation Granted to Programs at the August 2019 Meeting

Residency	Total #	Conditional Accreditation	1yr	2yr	3yr	4yr	5yr	8yr	Continue Accreditation	WITHOLD
New	96	0	18	0	0	24	0	52	X	2
Reaccreditation	131	0	0	2	0	29	0	100	X	X
Midterms	2	X	X	X	X	X	X	X	2	0
Special Cases	81	2	8	11	53	3	4	0	0	X
TOTAL residencies	310	2	26	13	53	56	4	152	2	2

Updated Documents and Revisions Posted to Website

Updated Accreditation Standard Guidance documents (updated from August 2019 COC meeting) can be found on the following webpages

[PGY1: Guidance Document for the ASHP Accreditation Standard for Postgraduate Year One \(PGY1\) Pharmacy Residency Programs](#)

[PGY2: Guidance Document for the ASHP Accreditation Standard for Postgraduate Year Two \(PGY2\) Pharmacy Residency Programs](#)

Technician Training Programs Increasing!

The number of health system ASHP/ACPE –accredited pharmacy technician education and training programs is increasing! Here are the programs:

- Avera Health—candidate status
- Cleveland Clinic School of Pharmacy Technology—accredited
- Duke University Health System Pharmacy Technology Training Program—accredited
- Gundersen Health System—candidate status
- Indiana University Health—accredited
- Lee Health—accredited
- UW Health—accredited
- Mayo Clinic—candidate status
- Yale New Haven Hospital—accredited
- NYU Langone Health Department of Pharmacy—candidate status

Many more health system programs are in the pipeline. Starting your own program is a great way to develop your own staff or recruit new staff and retain pharmacy personnel. Several of the programs listed above came to fruition via residency projects.

If you'd like more information regarding starting a program, there will be sessions at the Midyear on Sunday afternoon from 1-3 pm Mandalay Bay, South Convention Center, Mandalay Bay D, Level 2. See MCM19 schedule information listed earlier in this newsletter.

[Click here for technician training information](#) available on the ASHP website.

You can also email asd@ashp.org to discuss any questions that you have regarding the accreditation process.

Most Common Survey Citings PGY2 Standard

August 2019 COC: Top Areas of Partial Compliance with PGY2 Pharmacy Residencies

PGY2 Standard: Top Items Overall by Frequency Cited

Standard Number	Standard Verbiage	Percent of Time Cited
3.4d(1)	At the end of each learning experience, residents receive, and discuss with preceptors, verbal and written assessment on the extent of their progress toward achievement of assigned educational goals and objectives, with reference to specific criteria.	79%
3.3c(1)a	Learning experiences are documented and include: <ul style="list-style-type: none"> • a general description, including the practice area and the roles of pharmacists in the practice area; 	77%
3.3c(1)b	<ul style="list-style-type: none"> • expectations of residents; and, 	70%
3.3c(1)d	<ul style="list-style-type: none"> • for each objective, a list of learning activities that will facilitate its achievement. 	68%
6.5b	Pharmacy leaders ensure compliance with: current national practice standards and guidelines. (i.e., ASHP Best Practices; USP Chapter 797/800 requirements, and ISMP Targeted Medication Safety Best Practices for Hospitals.)	74%
3.4e(2)	On a quarterly basis, the RPD or designee assesses residents' progress and determines if the development plan needs to be adjusted.	69%

PGY2 Standard: Top Items Cited Related to Program Policies

Standard Number	Standard Verbiage	Percent of Time Cited
1.7	Requirements for successful completion and expectations of the residency program are documented and provided to applicants invited to interview, including policies for professional, family, and sick leave; policies regarding licensure requirements; consequences of any such leave on residents' ability to complete the residency program; and for dismissal from the residency program.	65%
2.4b	Acceptance by residents of the terms and conditions, requirements for successful completion, and expectations of the residency program must be documented prior to the beginning of the residency.	54%
1.6	Consequences of residents' failure to obtain appropriate licensure either prior to or within 90 days after the start of the residency must be addressed in written policy of the residency program.	47%
1.2	The RPD or designee must evaluate the qualifications of applicants to pharmacy residencies through a documented and formal procedure based on predetermined criteria, which includes an assessment of applicants' ability to achieve the educational goals and objectives selected for the program.	46%
2.4a	The RPD must ensure that residents who are accepted into the program are provided with a letter outlining their acceptance to the program. Information on the pre-employment requirements for the organization (e.g., licensure and human resources requirements, such as drug testing, criminal record check) and other relevant information (e.g., benefits, stipend).	46%

PGY2 Standard: Top Cited Items - Program Structure & Preceptors

Standard Number	Standard Verbiage	Percent of Time Cited
3.4d(1)	At the end of each learning experience, residents must receive, and discuss with preceptors, verbal and written assessment on the extent of their progress toward achievement of assigned educational goals and objectives, with reference to specific criteria.	79%
3.3c(1)a	Learning experiences are documented and include:	77%
3.3c(1)b	<ul style="list-style-type: none"> a general description, including the practice area and the roles of pharmacists in the practice area; 	70%
3.3c(1)d	<ul style="list-style-type: none"> expectations of residents; and, for each objective, a list of learning activities that will facilitate its achievement. 	68%
3.4e(2)	On a quarterly basis, the RPD or designee must assess residents' progress and determines if the development plan needs to be adjusted.	69%
3.4d(2)	For learning experiences greater than or equal to 12 weeks in length, a documented summative evaluation must be completed at the 3-, 6-, and 12-month points.	60%

PGY2 Standard: Top Cited Items – Pharmacy Services

Standard Number	Standard Verbiage	Percent of Time Cited
6.5b	Pharmacy leaders ensure compliance with: current national practice standards and guidelines. (i.e., ASHP Best Practices; USP Chapter 797/800 requirements, and ISMP Targeted Medication Safety Best Practices for Hospitals.)	74%
6.6k	The medication system includes the following components (as applicable to the practice setting): a system to ensuring accountability and optimization for the safe use of medication-use system technologies.	65%
6.2d	The pharmacy is an integral part of the health-care delivery system at the practice site in which the residency program is offered, as evidenced by the following: pharmacy services extend to all areas of the practice site in which medications for patients are prescribed, dispensed, administered, and monitored.	55%
6.7b	The following patient care services and activities are provided by pharmacists in collaboration with other health-care professionals to optimize medication therapy for patients: prospective participation in the development of individualized medication regimens and treatment plans.	43%

2015 PGY2 Residency Standard. **Critical Factors appear in bold.**

Please refer to Spring 2019 for the Most Common PGY1 Citings. Stay tuned for updated PGY1 Citings in Spring 2020.

News from ASHP New Practitioners Forum:

Resident Visits to ASHP Headquarters

On three days in October residents spent a day meeting staff, networking with peers and learning more about ASHP, its involvement in current pharmacy issues, and the role it can play in their professional lives. The Resident Visit Program is designed to be accessible by all residents regardless of geography and offers both a live and virtual components.

[Click here for more information.](#)



Elective Rotation in Association Management at ASHP

ASHP offers a resident elective rotation in national association management to residents in ASHP-accredited residency programs with an interest in association management. The program offers experiences in areas such as: membership, marketing, government relations, practice & policy, educational services, and residency accreditation. [Learn more here.](#)

News: ASHP Foundation

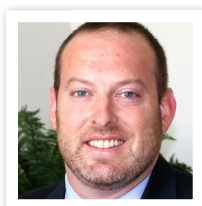
2019 Pharmacy Residency Excellence Awards

Congratulations to the 2019 Awardees



2019 Program Award

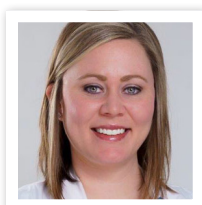
The University of Colorado Skaggs School of Pharmacy,
PGY2, Ambulatory Care Residency
Aurora, CO



2019 Preceptor Awardee

Joel C. Marrs, Pharm.D., M.P.H.

University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences,
Aurora, CO



2019 New Preceptor Awardee

Katie Korte, Pharm.D., BCPS, BCCCP

Truman Medical Centers, Kansas City, MO

You are cordially invited to the Pharmacy Residency Excellence Awards Reception

Saturday, Dec 7th

Pharmacy Residency Excellence Awards Presentation and Reception

Location: Mandalay Bay, South Convention Center, Reef E, Level 2

Time: 6:30 - 7:30 p.m.

Residency Excellence Educational Series and Webinars

Learn award-winning strategies to develop your program, preceptors, and residents from past award recipients. Continuing education credits for pharmacists are available for the Educational Series on the [ASHP Foundation webpage](#):

Access to webinar recordings from past awardees is also available separately (not for CE).

Pharmacy Residency Expansion Grant Program

The 2020-2021 application cycle is now open.

The ASHP Foundation awards \$25,000 grants to assist institutions with offering a new or expanded residency position. Institutions applying for the grant must agree to secure supplemental funds. The overarching goal of the ASHP Foundation Pharmacy Residency Expansion Grant Program is to expand the number of ASHP-accredited PGY1 and PGY2 pharmacy residency positions.

Application Submission Deadline: January 6, 2020

Grantees Notified: February 2020

ASHP Foundation Accepting Applications for the 2020 Pharmacy Leadership Academy

The Pharmacy Leadership Academy is a one-year, seven-course program designed to help pharmacists develop the leadership skills necessary to meet the challenges of the changing healthcare environment. Expert faculty will explore key strategies to leading the pharmacy enterprise for both personal and organizational success. [Learn more about this program](#) and apply by February 18, 2020, for an early-bird rate!

Surveyor Tips: In the Know

On Your Mark, Get Set, Interview!

With interview season around the corner, it's a good time for programs to review their procedures regarding applicant selection. The residency program director or designee must evaluate the qualifications of applicants to pharmacy residencies through a documented, formal, procedure based on predetermined criteria (Item 1.1 PGY1/Item 1.2 PGY2). The Guidance Document further explains that the procedure may appear in the residency manual or other readily available pharmacy department documents. The procedure needs to be documented (i.e., written), but a formal department policy is not required. Predetermined criteria used to evaluate applicants must be documented and used by those involved in the interview and ranking process. Some common reasons for partial compliance have been observed by lead surveyors. While most programs have developed rubrics or forms to use for screening applicants and ranking candidates invited to interview, often surveyors find programs have not documented their procedure in writing. Further, the predetermined criteria and procedure used to evaluate the applicants' qualifications must be used by all involved in the evaluation and ranking of applicants. (Item 1.2 PGY1/1.3 PGY2) Sometimes it is evident through discussions held during the survey process that programs are not following their own documented procedure. This may happen when the process is changed without updating the documented procedure. By having a formalized process with predetermined criteria, programs promote consistency and fairness, not to mention fostering a smooth, organized process during a busy interview season. Having a documented procedure also benefits the program by

creating an instruction manual if the program director is unavailable and other staff have to step in to assume those duties. To learn more, review Standard 1 for PGY1/PGY2 programs and the corresponding sections of the Guidance Document on our website.

Reminder: Documents Provided to Residents Invited to Interview

(Item 1.6 for PGY1 programs/Item 1.7 for PGY2 programs)

Per the Guidance Document:

Program policies, requirements for successful completion of the program, and expectations of residents in the program are provided (either in print or electronically) to interviewees prior to or on the interview date.

Program policies appear in the residency manual (written or electronic) or other readily available pharmacy department documents.

The following policies and procedures are documented:

- Dismissal policy
(Dismissal or disciplinary policy must address consequences of failure to progress)
- Licensure
- Moonlighting
- Duty hours
- Tracking of duty hours and moonlighting
- Professional, family, sick and extended leave. Consequences of professional, family, sick and extended leave on residents' ability to complete the residency program must include whether the leave will result in dismissal from the program or if the program allows for extension of the program in order to allow residents to complete all program requirements, including the requirement for a minimum of twelve months of training.

Further, programs must have a list of requirements and expectations for completion of the residency program that address at minimum:

Achievement of the program's educational goals and objectives (e.g., designate % achieved, specify objectives that must be achieved, or as defined by the program)

- List of required duties and responsibilities
- List of products requiring completion
- List of required presentations

The list of requirements for successful completion must match the list used to document resident's completion of program requirements (see guidance for 2.7a).

Policies and procedures must be consistent with human resources policies and procedures, and must be consistent among themselves and what is provided to the resident.

Surveyor Tip: Providing the documents prior to arrival at the on-site interview allows candidates to come prepared with questions.

Here's to a successful recruitment season!

Approval for Resident Projects

Q: Do residency projects require institutional review board (IRB) approval?

A: IRB approval is not a requirement of the Standards and Competency Areas, Goals and Objectives (CAGOs). Ideally, the resident would be exposed to as many facets of research and design as possible but it is not a requirement from the Standards and CAGOs that the project has to be the type of project that would require approval by the IRB or an appropriate ethics committee. It is important to remember the majority of institutions will require projects that involve patient data to undergo IRB review even if the project is considered to be exempt (e.g., analysis of pre-existing data that is de-identified). It is important to check with your institution and address the concerns of all stakeholders. Further, if the project is submitted for publication or poster presentation, the journal or professional organization may require approval by the IRB or an appropriate ethics committee as well. Residency program directors and residency project preceptors should ensure that residents obtain any necessary approvals. For further information on the resident project, refer to the CAGOs and Guidance Document for Objective R2.2.2.

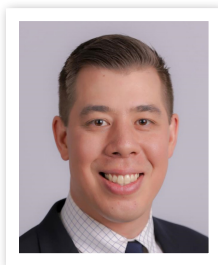
Consider being a poster mentor

Posters mentors are in HIGH DEMAND at the upcoming 2019 ASHP Midyear Clinical Meeting & Exhibition in Las Vegas, NV, December 8-12! [For more information click here.](#)

Accreditation Services Office News

Welcome New Contract Surveyor

Accreditation Service Office is pleased to announce the addition of a new contract lead surveyor.



Jeffrey Hamper, PharmD, BCACP

Jeff Hamper is Manager of Academic Relations and Strategic Alliances at Albertsons Companies and is based out of Boise, Idaho. In this role, he manages affiliations with colleges of pharmacy and oversees the Albertsons PGY1 community-based pharmacy residency programs, pharmacy intern programs, and pharmacy experiential programs. Since 2015, he has expanded the number of Albertsons community-based residency programs and led the effort to standardize processes for the programs to meet the ASHP/ APhA community-based accreditation standards. Jeff earned his BS from Purdue University, his Doctor of Pharmacy from the University of Illinois at Chicago and completed an accredited PGY1 Community-Based Pharmacy Residency in Chicago, IL with Jewel-Osco Pharmacy and Northwestern University. Since completion of his residency, he has been an advocate for the development and expansion of community-based residency programs and has served as a practitioner surveyor for many community-based residency accreditation surveys.

Let's Stay in Touch

Accreditation Services Office (301) 664-8835 General Voicemail Number

E-mail: asd@ashp.org

All general inquiries, as well as requested updates and reports, should be e-mailed to our central e-mail address. Please include your program code to help our staff identify your program quickly. Thanks!

Mailing address:

American Society of Health-System Pharmacists
Attn: Accreditation Services Office
4500 East-West Highway, Suite 900
Bethesda, Maryland, 20814

Available from ASHP

ASHP provides free board review material for residents and new practitioners with the Review and Recertification Reward Program

Save over \$1000 on preparation costs associated with board exam preparation. The Review and Recertification Reward Program (RRRP) eases the financial burden on residents and new

practitioners preparing for board certification during this unique time in their pharmacy careers. ASHP provides free study resources including the Online Review course and other preparatory material that vary by specialty. In return, you complete your recertification cycle with ASHP for only \$10 per month. That price is guaranteed for the entire 7-year recertification cycle and includes more than the required hours for each specialty. The RRRP is a member-only benefit and available for the Ambulatory Care Pharmacy, Critical Care Pharmacy, Geriatric Pharmacy, Pediatric Pharmacy, and Pharmacotherapy specialties. Ambulatory Care and Geriatric Pharmacy activities are offered jointly with the American College of Clinical Pharmacy (ACCP). [Learn more.](#)



COMING SOON! *Letters from Pharmacy Preceptors: Pearls for Success*

Release date: December 1, 2019

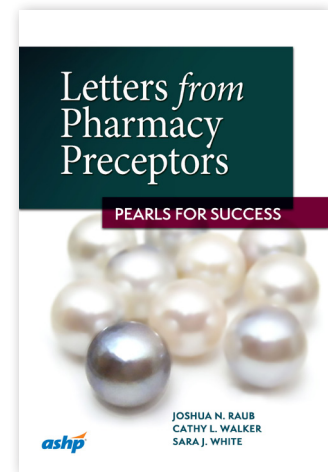
The latest in ASHP's *Letters* series, *Letters from Pharmacy Preceptors: Pearls for Success* is comprised of 22 letters from award-winning pharmacy preceptors from a wide variety of practice settings and organizations. Led by Co-Editors Joshua Raub, Sara J. White, and Cathy Walker, this inspiring compilation draws on the vast experience, knowledge, and expertise from past recipients of the ASHP Foundation's Pharmacy Residency Excellence Award who have been recognized in their program achievements and leadership in the training of pharmacy residents.

This book is intended to help guide both new and tenured preceptors to further develop their skills as pharmacy educators. *This compilation of shared best practices and precepting pearls is derived from the collective experience of precepting over 2,148 residents.*

Topics include:

- Socratic teaching
- Creating a teaching philosophy
- Interdisciplinary involvement of learners
- Importance of accreditation
- Avoiding burnout
- Precepting Millennials
- Preceptor development plans
- Simulator training
- Mentorship
- Coaching
- Involving residents in academic courses

Letters from Pharmacy Preceptors joins the ASHP series of personal letters books created to inspire pharmacists through all stages of their professional journey. [Order your copy today!](#)



COMING SOON! *Preceptor's Handbook for Pharmacists, 4th ed*

Release date: December 1, 2019

ASHP's significantly updated 4th edition of our widely popular *Preceptor's Handbook for Pharmacists* expands the content to include current challenges and issues impacting preceptors since fundamental changes have occurred that greatly effect modern practice including:

- The onboarding process
- Wellness and resiliency
- Misconduct and inappropriate behaviors
- Teaching across diverse student populations
- Ethics

To be an effective preceptor, a pharmacist should exhibit clinical competency skills, possess excellent communication skills, and also demonstrate humanistic skills. This edition includes perspectives from across the country and from different or unique practice programs to bring a wide variety of expertise to this edition. The intent is for this book to be reflective on broad practice guidelines.

Our completely updated 4th edition will help shape you into a great leader and will show you how to:

- Integrate pharmacy students and residents into your practice
- Improve essential communication, teaching, and leadership skills
- Motivate and challenge students, set expectations, and acknowledge and understand generational issues and perspectives
- Establish a professional attitude and bearing in your students
- Develop your students' cultural competency
- Grasp essential teaching skills fundamental to your students' success
- Master the administrative detail of being a pharmacy preceptor
- Understand the skills needed to mentor pharmacy residents and those in fellowships

The Preceptor's Handbook for Pharmacists, 4th edition is the updated and expanded authoritative resource for both new and experienced pharmacy preceptors to create a lifelong impact on young pharmacists. [Order your copy today!](#)

