**Community Medical Center: PGY1 residency**

**Policy: Resident Tracking Progress Form**

Purpose:

To document completion of required & expected activities related to the progress of the resident and achievement of goals & outcomes throughout the residency year.

The form delineates some expectations for completion within a given time frame by the resident.

Procedure:

1. Residents will track & record the completion of components that will be co-signed for completion by the relevant preceptor or the RPD.
	1. Some activities (e.g. presentation of cases at Wednesday Development Series) will be completed at multiple times, but only need to be documented for the initial instance.
	2. The preceptor or RPD will electronically sign the form since it is kept in computer folder
2. The document will be reviewed during the quarterly evaluation completed by the RPD
	1. NOTE: while activities are delineated by the expected quarter of completion, they may be completed earlier or later in the residency year
3. The “Comment” section of the form should contain a brief description of the activity, if relevant to completion of the activity.
4. The document will be kept in the resident’s personal folder in the Pharmacy Appman folder

Form:

**Resident name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\* = indicates that this is NOT a required activity for completion of the residency**

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| --- | --- | --- | --- |
| **Requirement** | **Date completed** | **Comment** | **Preceptor/RPD co-sign** |
| Quarter 1: Orientation of residency & policies by RPD |  |  |  |
| Quarter 1: CMC Hospital Orientation |  |  |  |
| Quarter 1: Licensure as a pharmacist by Sept 15 |  |  |  |
| Quarter 1: Competence achieved for independent work in the Pharmacy Systems (rotation) |  |  |  |
| Quarter 1: Residency Project identified & plan of execution submitted |  |  |  |
| Quarter 1: Completion of concentrated DI at UM or demonstrated competency with DI systems |  |  |  |
| Quarter 1: Competence for independent practice in Ambulatory Coumadin clinic demonstrated |  |  |  |
| Quarter 2: Started Teaching activities (small-group class) associated with Teaching Certificate |  |  |  |
| Quarter 2: Presentation to Weds Development Series or FYDI |  |  |  |
| Quarter 3: Obtain IRB approval or exemption letter for residency project, if required (may be NA) |  |  |  |
| Quarter 3: Presentation to Rx Development Series or FYDI |  |  |  |
| Quarter 3: Evidence of preceptor activity with UM APPE students  |  |  |  |
| Quarter 4: Presentation of residency project to MPA Spring Seminar \*\* |  |  |  |
| Quarter 4: Presentation of residency project to regional Residency Conference |  |  |  |
| Quarter 4: Presentation To Weds Development Series or FYDI |  |  |  |
| Quarter 4: Completion of residency project & submission of report in manuscript form |  |  |  |
| Quarter 4: Completion of UM Teaching Certificate |  |  |  |
|  |  |  |  |
| **Other required/expected activities**  |  |  |  |
| Completion of required rotations in the residency |  |  |  |
| Participation at youth disease camp (asthma, DM, cancer) \*\* |  |  |  |
| Midyear poster at Resident Poster Session \*\* |  |  |  |
| Drug Utilization Evaluation (DUE) completed |  |  |  |
| Present at Physicians Journal Club at St. Patrick Hospital \*\* |  |  |  |
| Presentation of drug monograph or drug class review at P&T Committee |  |  |  |
| Presentation to a professional meeting (including CE series) \*\* |  |  |  |
| Preparation & submission of a manuscript for publication \*\* |  |  |  |
| Development or revision of a pharmacy protocol, med-use policy, etc that benefits Rx Dept. |  |  |  |
| Hospital committee contribution |  |  |  |
|  |  |  |  |
| **Others:** |  |  |  |
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Developed December 2016

Reviewed/revised: April 2017, Jan 2018, Mar 2019, Mar 2020