OVERVIEW
Starting a Residency Program

Starting a Residency Program: A Stepwise Approach

Proposed Timeline: 12 – 18 months

1. Take an initial assessment of your health care system.
   a. What services does the pharmacy department provide?
   b. What medical services exist in the hospital?
   c. Identify opportunities for pharmacists to participate and make improvements in patient care

2. Perform GAP Analysis
   a. Only institutions that provide excellent health care services are accredited to provide pharmacy residencies
      i. ASHP Standards and Current Practice
      ii. TJC Medication Management Standards
      iii. TJC National Patient Safety Goals
      iv. TJC Sentinel Event Alerts
      v. ISMP Quarterly Agenda
      vi. USP 797
      vii. ASHP 2015
      viii. Board of Pharmacy Requirements

3. Review Department Policy and Procedures
   a. Clinical Practice
   b. Distribution
   c. Drug Information
   d. Management
   e. Controlled Substances
   f. Quality Management
   g. Organization Structure and Position Descriptions

4. Early Decisions
   a. How many resident positions will be offered?
   b. Should the program be ASHP accredited?
   c. Should the program be college-affiliated?
   d. What is the primary purpose of the residency?
      i. Who are you training – inpatient practitioners, ambulatory care practitioners or managers?
   e. How will the program be funded?

5. Determine Resident Support Structure
   a. Identify interested key pharmacists who will be preceptors and contributors to the program.
   b. Discuss preceptor qualifications with them.
   c. Do you have preceptors interested in research?
   d. Preceptor Development
      i. Make it Work (De Los Santos)
      ii. Recommended Reference: ASHP Preceptor’s Handbook for Pharmacists
      iii. Additional ideas:
         1. College of Pharmacy sponsored programs
         2. ASHP Traineeships
         3. Giving a presentation or presenting a poster at ICHP spring or annual meeting or ASHP MYM
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6. Garnering Support for the Residency Program
   Educate and obtain approval from hospital administration and key physician or nurse champions.
   a. Pharmacy Staff Preparation
      i. Communicate purpose and benefits of residents
      ii. Determine Staff Interest
      iii. Discuss yearly experience
      iv. Discuss service requirement
      v. Outline role of residents within department (learning/training vs. staffing)
   b. Physician and Nursing Staff Support
      i. P&T Committee Chair
      ii. CNO or VP of Nursing; Nursing Unit Manager/Directors
         1. Describe role of residents; services they will be providing and potential projects
            residents may potentially contribute
   c. Executive Support
      i. Talking points
         1. Residents contribute significantly to those activities required for institutional
            accreditation – TJC etc.
         2. Physicians view as positive
         3. Improve staff recruitment and retention
      ii. How to Cost Justify (Karpinski)
      iii. Sample Hospital PGY1 Reimbursement (Karpinski)
      iv. Resident Cost Analysis Template
      v. Miller, DE, Woller, TW. Understanding reimbursement for pharmacy residents. Am

7. Determine Learning Activities of Proposed Residency
   a. Rotations
   b. Longitudinal Activities
   c. Teaching
   d. Research Projects

8. Attend Residency Training Sessions at National Meetings

9. Apply for Accreditation
   a. How to Prepare for Accreditation Visit (Advocate)
   b. Residency Advisory Committee (Advocate)
   c. Residency Resource Manual Table of Contents (Advocate)

10. Recruit
    a. Nuts and Bolts of Recruiting Showcase and MYM (Fugate)
    b. Resident Ranking Process Policy and Procedure (Graf)

Important Links
11. How to Start a Residency Program (What you really need to know). Available at:

12. American Society of Health-System Pharmacists (ASHP) Accreditation Standard for Postgraduate
    Year One (PGY1) Pharmacy Residency Programs. Available at: