RESIDENCY ADVISORY COMMITTEE
Statement of Purpose & Operations

Purpose:

The purpose of the Resident Advisory Committee (RAC) is to establish and maintain an ASHP-Accredited Pharmacy Practice Residency Program. The RAC serves as the advisory and organizational structure of the residency program. The goal of the committee is to provide the resident with guidance in practical and clinical issues as well as foster the growth and development of the resident as a competent practitioner. The RAC is composed of the RPD, Director of Pharmacy, and all residency preceptors.

Responsibilities:

1. The RAC will be involved in the development and advancement of the residency program.
2. The RAC will provide a forum for preceptors to discuss common concerns, develop additional learning experiences, and promote new and innovative areas of practice.
3. The RAC will be involved in the evaluation of resident candidates pursuing our program.
4. The RAC will provide general guidance and support to the resident.
5. The RAC will assure that appropriate preceptorship is provided for each training period.
6. The RAC will assess each resident’s progress toward meeting overall program goals and specific learning objectives.
7. The RAC will assist the resident in developing and meeting his/her career goals and objectives.
8. The RAC will be involved in planning a rotation schedule for the resident.
9. The RAC will be involved in providing a formal quarterly evaluation of the resident’s performance.
10. The RAC will periodically review the progress of the resident and provide feedback to the resident regarding his/her performance.
11. The RAC will serve as the resident’s “research” advisory committee.
    a. Project topic choices / recommendations
    b. Project approval
12. The RAC will appoint a research project advisor for each resident based on the topic of the research project.
13. The RAC will be involved in any issues regarding the resident in which the RPD deems necessary.
14. The RAC will establish a minimum standard for all individuals who wish to participate in the precepting of residents.

Operations:

- Meetings will be conducted by the Residency Program Director (RPD) or designee.
- Meetings will be held on a monthly basis.
  - All members of the RAC are required to attend
  - Meetings may be scheduled at any time based on the discretion of the RPD.
  - Members may request a meeting to be scheduled to evaluate resident progress or to discuss any critical issues.
- The agenda will be composed by the RPD or designee.
- The meeting minutes will be recorded by the pharmacy secretary or another member of the committee.
- Decisions will be made by consensus. Items requiring a decision will be discussed until a clear consensus is reached.
- Committee members will have shared ownership/accountability for decisions.
- Additional persons may be invited to attend a meeting. Their addition to the agenda is at the discretion of the RPD.