



DEPARTMENTAL POLICIES & PROCEDURES

Department Name: PHARMACEUTICAL CARE SERVICES	Region: CENTRAL REGION
Subject: Postgraduate Pharmacy Residency Program Requirements for Successful Program Completion	
Original Date: October 2013	Revised Date: January 2022
Reference: 7330-13-03-01 version 2022	Replacement: 7330-13-03-01 version 2018
Applicable - Employees / Departments: Staff involved in Pharmacy Residency Program	

1. PURPOSE

The purpose of this DPP is to establish the requirements for successful completion of the Postgraduate Year One (PGY1) Pharmacy Residency Program. All individual and program requirements must be met to obtain residency program certificate at the conclusion of the residency year.

2. DEFINITIONS

- 2.1 **NGHA:** National Guard Health Affairs
- 2.2 **RPD:** Residency Program Director. The RPD is the one responsible to set out residents' responsibility and program requirements.
- 2.3 **RAC:** Residency Advisory Committee
- 2.4 **SCFHS:** Saudi Commission for Health Specialties
- 2.5 **Preceptor** refers to the clinical pharmacist who develops and guides the learning experience of the residents.
- 2.6 **Mentor** refers to a clinical pharmacist who guides the residents in completing the residency requirements.
- 2.7 **ASHP** American Society of Health-System Pharmacist.

3. POLICY STATEMENTS


The Pharmacy Residency Program will set out the requirements for the successful completion of the Postgraduate Year One (PGY1) Pharmacy Residency Program in accordance with the Saudi Commission for Health Specialties (SCFHS) and American Society of Health-Systems Pharmacists (ASHP) standards.

4. PROCEDURES

- 4.1 The resident is expected to abide by all policies of the residency program, Pharmaceutical Care Services and NGHA.
- 4.2 The resident must become a licensed pharmacist by SCFHS.
- 4.3 The resident is expected to develop a “resident’s logbook” containing copies of all assignments and projects done throughout the residency years.
- 4.4 The resident is expected to achieve all of the SCFHS and ASHP required educational outcomes and goals for PGY1 Pharmacy Residency Program and the elective goals selected by KAMC-CR Residency Program by the end of the residency years. The resident must also achieve 80% of the required and elective objectives under each educational goal and no more than one goal rate of “Need Improvement” in order to complete the residency program.
- 4.5 To develop a customized plan for the residency following an initial evaluation of career interests, prior experiences, and areas of strength and weakness.
- 4.6 Compliance with rotation expectations:
 - 4.6.1 Meeting with the rotation preceptor at the beginning of each rotation to define individual goals and objectives for the rotation.
 - 4.6.2 Completing rotation assignments by designed deadlines.
 - 4.6.3 Scheduling routine meetings with the rotation preceptor.
 - 4.6.4 Informing the Residency Program Director on the difficulties encountered in meeting the goals and objectives or problems with the preceptors.
 - 4.6.5 Preparing an evaluation of progress on rotation goals and objectives at the conclusion of each rotation and discussing this evaluation with the rotation preceptor.
 - 4.6.6 Updating of the resident’s grid of goals and objectives for the year at the conclusion of each rotation so that subsequent preceptors can assess the resident’s progress.
 - 4.6.7 Preparing an evaluation of the rotation and preceptor with recommendations for improvement at the conclusion of the rotation.
- 4.7 Completion of quarterly self-evaluation reports to be reviewed with the Residency Program Director. A meeting with the RPD quarterly is done to review the resident’s progress and customized plan and to assure that the established residency goals are being achieved.




- 4.8 Completion of a major residency research project.
- 4.9 Each resident will submit an abstract and present the findings of their major project in the Departmental Clinical Pharmacy Education Activity or in a national meeting.
- 4.10 Residents in cooperation with his/her mentor will submit the manuscript of the research project to the Residency Program Director in a publishable format by August first of their second year.
- 4.11 Provision of required presentations throughout the residency program, including journal club presentations, in-service physicians and nursing personnel.
- 4.12 Completion of a drug evaluation or a class review to be presented to the Pharmacy and Therapeutics Committee (P&T).
- 4.13 Residents should do staffing based on the announced monthly staffing schedule.
- 4.14 Working assigned hours, minimum of 0800-1700 hours, as per NGHHA policy.
- 4.15 Obtaining certificates on Basic Life Support (BLS), Basic Medication Safety (BMS) and Infection Prevention.
- 4.16 Complete the exit survey for ASHP in the last rotation of the second year of residency.



5. RECOMMENDATIONS

REVISED BY:




Dr. Abeer Al Smari
Director, Pharmacy Residency Program
Pharmaceutical Care Services, Central Region

3/3/2022

Date

REVIEWED BY:



DPP Task Force Team Leader
Pharmaceutical Care Services, Central Region

3-3-2022

Date

6. APPROVAL

APPROVED BY:



Dr. Saad Al Obaidy, Director
Pharmaceutical Care Services, Central
Region

03/03/2022

Effective Date

[This table will be completed in the following year when the DPP has been reviewed but no amendments /additions to it and will be attached to the original DPP.]

Date	Name of Responsible Person Reviewing DPP	Reviewed	Signature
[Date when the DPP is reviewed]	[Legibly write the name of the responsible person who reviews the DPP]	[Affix a check ✓ mark]	[Signature of the responsible person who reviews the DPP]
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PGY-1 Requirement for Successful Completion of Residency

King Abdulaziz Medical Center-Central Region

Resident Name:

Year:

Requirement During PGY-1 (2-years)	End-of-Year- Documentation of Completion	Yes/No/ NA	Date
Compliance with all institutional, human resources, and departmental policies (e.g. leave, duty hours, professional conduct, etc.)at KAMC-CR	Resident portfolio		
Completion of 18 learning experience within 24 months	Pharmacademic + One45		
Completion weekends and holidays staffing	Attendance + Schedule		
Completion of all required presentation (grand round + Clinical Hour)	Attendance + Evaluation		
Volunteer in community services	Certificate + One45		
Completion of research project	Research final evaluation		
Present Research at SCFHS research Day	Research presentation/Poster		
Written manuscript that meets guidelines for submission to a journal	Submit manuscript		
Satisfactory Completion of teaching certificate requirements	Teaching portfolio		
Complete resident portfolio	Resident portfolio		
Complete exit interview	Submit exit survey		