

PGY1 Pharmacy Completion Requirements Example

The *ASHP Accreditation Standard for Post Graduate Residency Programs* (The Standard) requires programs to document requirements for successful completion of the program (Standards 2.5, 2.5.a, 2.5.a.1, 2.5.b, 2.5.c, and 2.5.d), provide completion requirements to applicants at the time the interview invitation is extended (Standards 2.8, 2.8.d), track progress towards completion of program requirements at the same time the development plan is documented quarterly (3.3.e), and document completion of all program requirements at the end of the residency (Standards 2.13.a and 2.13.b). The requirements for successful completion must be consistent throughout the program’s documents.

For PGY1 residencies, the completion requirements must also include all deliverables listed in the [Required Competency Areas, Goals, and Objectives for Postgraduate Year One \(PGY1\) Pharmacy, Community-Based, and Managed Care Residency Programs \(effective July 1, 2024\)](#) (CAGOs).

Two examples of a Completion Requirements document are provided below. The first example is a table format, and the second example is a list format. Both formats include all elements required by The Standard. When using the table or list format to create your program’s Completion Requirements document, refer to the criteria at the end of the document to ensure all criteria are met.

PGY1 Pharmacy Completion Requirements Example – Table Format

Documentation of your completion requirements in this format helps ensure consistency between program documents as the table can be included in the manual and/or documents provided to applicants invited to interview and utilized to track progress towards completion of program requirements and for documentation of completion of all program requirements at the end of the residency.

Completion Requirements Tracker	End of Quarter 1	End of Quarter 2	End of Quarter 3	End of Residency - Final Verification of Completion Requirements
A minimum of 29 objectives achieved for the residency (ACHR)				
No objectives with a final rating of NI				
Completion of all required learning experiences				
1 Grand Rounds Presentation				
1 Inservice to Nurses				
1 P&T Newsletter Article				
Completion of a drug monograph or completion/revision of a treatment protocol				

Written report of completed MUE and presentation at P&T Committee				
Complete a project plan for major project submission to IRB				
Presentation of year-long project (major project) at a regional residency conference				
Final manuscript for major project in a format suitable for publication and that has been approved by project team				
Staff a minimum of 32 weekend staffing shifts				

PGY1 Pharmacy Completion Requirements Example – List Format

The list format below is also fully compliant and is a common method for documenting completion requirements in the program’s manual and/or documents provided to applicants invited to interview. If the list format is chosen for this use, ensure that the requirements in the document(s) used to track progress towards completion of program requirements and for documentation of completion of all program requirements at the end of the residency are consistent with the list of program requirements to ensure compliance with Standards 2.8.d and 2.13.b).

Please note: The asterisk() and font in superscript behind each completion requirement in the list below is included only as a reference to the criteria below and the deliverables specific to the CAGOs objectives. This verbiage is not required to be included in your program’s completion requirements.*

- A minimum of 29 objectives achieved for the residency (ACHR)^{*1 and 2}
- No objectives with a final rating of NI^{*1 and 2}
- Completion of all required learning experiences^{*5}
- Presentations:
 - 1 Grand Rounds^{*3 (Objectives R4.1.1 and 4.1.3)}
 - 1 Inservice to Nurses^{*3 (Objectives R4.1.1 and 4.1.3)}
 - Presentation of year-long project (major project) at a regional residency conference^{*3 (Objective R2.1.6)}
- 1 P&T Newsletter Article^{*3 (Objectives R4.1.1 and 4.1.2)}
- Completion of a drug monograph or completion/revision of a treatment protocol^{*3 (Objective R1.4.2)}
- Written report of completed MUE and presentation at P&T Committee^{*3 (Objective R2.1.6)}
- Complete a project plan for major project submission to IRB^{*3 (Objective R2.1.2)}
- Final manuscript for major project in a format suitable for publication and that has been approved by project team^{*3 (Objective R2.1.6)}
- Staff a minimum of 32 weekend staffing shifts^{*5}

Criteria
Requirements for successful completion of the program are documented and include the following:
1. Requirements for overall achievement of educational objectives for the residency (ACHR)
2. The minimum threshold related to educational objectives that would allow awarding a certificate of completion
3. List of required deliverables related to educational objectives (Deliverables are defined as documents developed by residents that are related to educational objectives). See <i>Required Competency Areas, Goals, and Objectives for Post Graduate Year One (PGY1) Pharmacy, Community-Based, and Managed Care Residency Programs</i> (effective July 1, 2024) for minimum requirements for program completion.
4. Appendix requirements, if the program's associated Competency Areas, Goals, and Objectives include a required appendix. <i>(Note: This is not applicable for PGY1 Pharmacy residency programs.)</i>
5. Other requirements as defined by the program
Matches checklist used to track progress quarterly and final documentation at the end of the year if the completion requirements are documented in a different format in the manual or documents provided to applicants invited to interview. (Standards 2.8.d, 2.13.b and 3.3.e)
Requirements are objective and clearly written with little left to interpretation
Documentation ensures uniform application of requirements