

HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

ADMINISTRATIVE RESPONSIBILITIES FOR THE RESIDENCY PROGRAM

Responsibility(ies):	Person(s) responsible:
a) development and maintenance of policies and procedures for the residency program;	Program coordinators
b) strategic planning for the residency program and its operations;	All members of the Residency Advisory Committee
c) acquisition of resources to support and advance the residency program;	Program directors
d) marketing, recruitment, and admission of individuals qualified to undertake residency training;	Program coordinators
e) support, training, and supervision of residents, as well as consideration for their safety and wellness (e.g., when carrying out educational activities involving travel, patient encounters, house calls, after-hours consultations in isolated service areas);	Program coordinators (oversight); rotation preceptors
f) support, training, and supervision of preceptors;	Program coordinators
g) development of academic content and educational approach for the residency program;	Program coordinators
h) program evaluation (continuous quality improvement);	All members of the Residency Advisory Committee
i) assessment of learners (in terms of their attainment of educational outcomes);	Rotation preceptors, program coordinators
j) maintenance of program archives (records); and	Program coordinators
k) monitoring of residents' attendance and degree of preceptor oversight (e.g., during rotations, longitudinal service, duty (service) roster, and non-rotational experiences, such as courses and committee service).	Program coordinators