

## HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

### RESPONSIBILITIES OF THE RESIDENCY PROJECT PRECEPTOR(S)

#### Selection of Project Preceptor(s):

The project preceptor(s) shall be assigned by the Program Coordinator(s) to the resident according to the project topic chosen. The preceptor is expected to have the following qualifications:

1. Expertise in the type and field of research being proposed for the residency project (see Appendix A, definition of terms)
2. Previous experience supervising research projects for other learners (students, residents, graduate students).
3. The primary project preceptor will be a pharmacist at UHN or MUHC. A secondary project preceptor may be a pharmacist or another health care professional/researcher.

#### Responsibilities of the Project Preceptor(s):

The project preceptor is expected to:

1. act as the supervisor of the residency project throughout the year and oversee all aspects of the project, including:
  - a. Determining feasibility of the research question.
  - b. Assessing and selecting relevant literature to support project idea.
  - c. Drafting an argument in the defense of the project idea.
  - d. Drafting an initial study design.
  - e. Drafting the inclusion and exclusion criteria.
  - f. Determining an appropriate data collection duration.
  - g. Determining an appropriate sample size.
  - h. Identifying any confounding factors.
  - i. Identifying appropriate end-points for the study.
  - j. Obtaining research ethics approval from the appropriate ethics board(s).
  - k. Collecting the data (quantitative and qualitative as appropriate).
  - l. Analyzing the data collected.
  - m. Preparing a manuscript for publication.
  - n. Preparing a poster presentation.
  - o. Oral defense of the research project.

Various project considerations are listed in Appendix B.

2. act as or designate a principal investigator (PI) for the project who will act as the main contact for the Research Ethics Board and other UHN or MUHC Institutional requirements.
3. identify and coordinate project team members and ensure they complete mandatory research training modules.

## HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

4. participate in the Residency Advisory Committee (RAC) meetings when project updates are being discussed. Refer to: *RAC Terms of Reference* (in residency manual).
5. alert the residency coordinators if problems or concerns with project arise during the course of the year.
6. provide feedback to the resident in the form of:
  - a. informal verbal feedback throughout the year on progress with the project
  - b. review and comment on resident midpoint rotation assessment (midpoint assessment may be done at the midpoint of the residency year OR at the midpoint of scheduled project time)
  - c. written project assessment at mid-year and following completion of the projectRefer to: *Residency Project Assessment Form* (in residency manual)
7. provide guidance and feedback on writing of project outline, protocol and manuscript.
8. encourage publication of final manuscript and provide guidance on appropriate journal in which to publish.
9. provide guidance and feedback on project poster.
10. attend and provide feedback on project presentations to the pharmacy department, HIV clinic and other UHN/MUHC/external presentations as appropriate.
11. maintain or designate an individual to maintain/archive the study data for the required amount of time.
12. complete a preceptor self-assessment evaluation following the completion of the residency project.

## HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

### Appendix A: Term Definitions

- Project outline* Summary of potential project(s) proposed by resident (Refer to: Project Outline Template (Appendix B). This document summarizes the plan for the residency project including (but not limited to) background, research question, methods, outcomes and endpoints, data analysis, potential challenges, budget and timeline.
- The project outline(s) is first submitted to the Residency coordinators for feedback. The final project outline will then be presented to the Residency Advisory Committee at the first meeting of the year for approval.
- Protocol* Document describing the background, rationale, objectives, hypothesis, design, methodology, statistical evaluation of the data and organization of the research project to be submitted to the institutional REB. A first draft of the protocol is also submitted to the RAC for comments.
- Manuscript* Final formal written report of the completed research project. The manuscript will be prepared in a format suitable for publication in a peer-reviewed journal.

## HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

### Appendix B: project outline template

#### PROJECT TOPIC OUTLINE/BRAINSTORMING FRAMEWORK

DATE SUBMITTED:	
PROJECT TOPIC/TITLE:	❖
Primary project preceptor:	❖
Project team members:	❖
Brief project background/rationale for project:	❖
Overall project goal:	❖
Target Patient Population/Medical Units (If applicable)	❖
Design Considerations: (ie. retrospective review, kinetic study, etc.)	❖
Methods Considerations:	❖
Endpoints/Outcome Measures:	❖
Why is project unique?	❖
Budget/Cost implications:	❖
Workload implications for project team/resident:	❖
Feasibility to complete	❖

## HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

during residency year (8 weeks of project time):	
REB/ Ethics considerations:	❖
Anticipated Questions/Challenges	❖
Anticipated Benefits:	❖

## HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

### **Appendix C: Resources available for the residency project preceptor**

- P:\Research Resources for Pharmacy Conducted Research (UHN)
- Previous residency projects
- Department research/education coordinator

*Last updated August 2019*