

## HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

### ADMINISTRATIVE RESPONSIBILITIES FOR THE RESIDENCY PROGRAM

<b>Responsibility(ies):</b>	<b>Person(s) responsible:</b>
a) development and maintenance of policies and procedures for the residency program;	Program coordinators
b) strategic planning for the residency program and its operations;	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) review and support remediation/probation interventions for any resident who is experiencing difficulties achieving the appropriate level of competence;	Residency Advisory Committee
g) support, training, and supervision of preceptors;	Program coordinators
h) development of academic content and educational approach for the residency program;	Program coordinators, directors and Residency Advisory Committee
i) program evaluation (continuous quality improvement);	Residency Advisory Committee
j) evaluation of training environment of rotations completed outside of the organization;	Program coordinators
k) assessment of learners (in terms of their attainment of educational outcomes);	Rotation preceptors, program coordinators
l) maintenance of program archives (records);	Program coordinators
m) 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
n) sharing information between UHN Year 1 and Year 2 RAC;	UHN program directors and program coordinators
o) sharing information between MUHC Year 1 residency and HIV Year 2 RAC.	MUHC Year 1 and HIV Year 2 program coordinators



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*Last updated April 2020*