

HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

RESPONSIBILITIES OF THE PHARMACY RESIDENCY PROGRAM COORDINATORS

The residency coordinators are expected to:

1. develop and maintain the policies and procedures of the residency program.
2. review eligibility of applicants, conduct interviews, rank applicants and select a resident based on set criteria.
3. discuss residency program policies and procedures with the resident at the beginning of the residency year.
4. conduct strategic planning for the residency program and its operations.
5. coordinate all activities related to marketing, recruitment, selection, and admission of individuals qualified to undertake residency training.
6. review resident background and experience; structure resident schedule to meet both residency program and personal learning objectives for the residency year.
7. review residency program goals and objectives at least every two years (in conjunction with residency directors and RAC).
8. liaise with preceptors to develop resident program schedule.
9. maintain residency program archives and records.
10. act as a mentor and role model for resident and preceptors.
11. provide guidance and support for resident and preceptors.
12. assist resident in prioritizing activities.
13. encourage resident to become actively involved in appropriate professional and hospital activities.

HIV ADVANCED (YEAR 2) PHARMACY RESIDENCY

14. provide timely feedback to the resident following all resident presentations/discussions. If unable to attend, arrange with rotation preceptor or delegate to give feedback to the resident.
15. provide regular preceptor orientation and training.
16. conduct residency program related activities and responsibilities that are delegated by the residency director; in the absence of the program director, the UHN residency coordinator shall serve as the program director.
17. delegate preceptor responsibilities to qualified pharmacists or other professionals from a non-pharmacy discipline.
18. provide information to upcoming rotation preceptors regarding resident progress and identified areas of weakness from previous rotations, and facilitate modification of future rotations when needed.
19. conduct mid-year and end of year longitudinal assessments including oral exam with each resident.
20. conduct and monitor program and learner assessment and evaluation (continuous quality improvement and attainment of educational outcomes).
21. ensure all assessments are completed in a timely manner for each rotation (including self-assessments) and program activity, as well as at the end of the residency year (preceptor self-assessments, evaluations of program, program director and program coordinators by resident).
22. invite ongoing feedback and discussion regarding the residency program with the resident, preceptors and mentors.
23. set the agenda, schedule and act as co-chairs for the Residency Advisory Committee (RAC) meetings.
24. demonstrate knowledge of the residency program, including Canadian Pharmacy Residency Board (CPRB) Year 2 standards and requirements.
25. participate in UHN Residency coordinator meetings.
26. share information on UHN Year 1 and Year 2 programs at respective RAC meetings, as well as with the MUHC Year 1 residency (Masters in Advanced Pharmacotherapy) coordinator.
27. prepare an annual MUHC report for the primary partner (ie, UHN) outlining the resident's activities and program updates at the partner organization.

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28. the UHN residency coordinator will conduct an on-site inspection of the MUHC site every other year (coinciding with active year 2 residency cycles) to ensure that the terms of the memorandum of understanding are met and to evaluate the quality of the MUHC learning environment (pharmacy department and Chronic Viral Illness Service).
29. evaluate the training environment for rotations completed outside of the UHN and MUHC before the start of the residency year and after a resident has completed a rotation.
30. prepare, in collaboration with the program directors and RAC members, for CPRB accreditation survey visits.

Last updated April 2020