ASHP Research and Education Foundation

Application Policies and Guidelines

Administered by the ASHP Research and Education Foundation
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I. ASHP Research and Education Foundation

The ASHP Foundation is a 501(c) 3 charitable organization affiliated with the American Society of Health System Pharmacists (ASHP), the national professional society for pharmacists practicing in hospitals and health systems. The ASHP Foundation was founded in 1968 and offers awards, education and research programs designed to foster safe and effective medication use.

Vision
As the philanthropic arm of ASHP, our vision is that:

Patient outcomes improve because of the leadership and clinical skills of pharmacists, as vital members of the health care team, accountable for safe and effective medication use.

Mission
The mission of the ASHP Foundation is to improve the health and well-being of patients in health systems through appropriate, safe and effective medication use. We will accomplish this by:

- Sponsoring high-impact practice research leading to advances in patient outcomes.
- Educating and developing pharmacists and pharmacy staff as leaders and clinicians.
- Providing funding and programs that optimize the medication-use system and advance the direct and accountable patient care role of pharmacists.
- Encouraging innovation and adoption of best practices and new patient safety and quality initiatives.
- Providing recognition and support to diffuse best practices in research, education and practice.
- Establishing partnerships, collaborations and strategic alliances to inform our mission and advance common goals.

Critical Issues
The following critical issues are paramount to the ASHP Foundation’s achievement of its mission and vision:

1. Facilitate and strongly support the pharmacy profession in advancing pharmacy practice models that foster pharmacists’ leadership and accountability for patient outcomes;
2. Create demand for new models of pharmacy practice that leverage the expertise and unique abilities of pharmacists; and
3. Drive the advancement of the technical, human, and leadership competencies of pharmacists and pharmacy staff in complex and rapidly changing organizations.
II. Program Overview

The Pharmacy Residency Excellence Awards Program was first offered in 2006. Currently, there is no other program that recognizes excellence and leadership in the training and mentoring of pharmacy residents. The program is designed to: (1) provide national recognition for residency preceptors and specific residency programs who have demonstrated innovation and excellence in the training of pharmacy residents; and (2) encourage others to strive to be innovative and achieve excellence in pharmacy resident training. Individuals may self nominate or be recommended by other practitioners for an award and must complete an application process in accordance with the criteria established by an external expert advisory panel composed of pharmacists with extensive experience in residency training and education.

The award criteria focus primarily on innovative methods to train, mentor and motivate residents during their residency program and in the early formative years of their careers.

III. Category Overview

The New Preceptor Award recognizes an individual within their first 3-5 years as a residency preceptor who has excelled in the training of residents. Recognition of these new preceptors should provide role models for other individuals who are new to residency education. Recipients of this award should embody the following characteristics: (1) history of significant contributions to residency training during the first 3-5 years as a residency preceptor; (2) demonstrated leadership qualities; (3) respected by peers; (4) innovative resident educator; (5) contributor to research and service at the community and organizational levels; (6) track record for instilling these qualities in their residents and positively influencing their careers. Since the purpose of this award is to recognize preceptors who have just begun to have an impact on the training of residents, reviewers will focus on the applicants achievement as described in the selection criteria over the past 3-5 years and the potential for this preceptor to excel in these areas in the future.

The awards recipients are recognized at a reception at the ASHP Midyear Clinical Meeting. The reception provides a venue for the recipients to highlight their accomplishments. Program directors and preceptors from the over 1,000 ASHP-accredited residency programs will be invited to the reception. Announcement of award recipients will occur at the reception and be extensively promoted during the Midyear Clinical Meeting. To further achieve high profile recognition and wide dissemination of the awards program, recipients and their organizations will also be featured in a full page advertisement in the American Journal of Health-System Pharmacy following the Midyear Clinical Meeting.

IV. Timeline for the 2014 Award Cycle

- Applications available – March 14, 2014
- Application deadline – July 18, 2014
- Recipients notified – September 2014
- Announcement of Recipients – December 2014
V. Eligibility

Applicants should meet the following eligibility requirements:

- A licensed practicing pharmacist in the United States.
- A pharmacy residency preceptor in an ASHP-accredited program for greater than five years.
- Exceeds the minimum requirements for preceptors in the ASHP Residency Accreditation Standards.
- Selection panel members, ASHP staff members, ASHP Foundation staff members, members of the ASHP Research and Education Foundation Board of Directors, members of the ASHP Board of Directors, contractors and lead surveyors retained by ASHP Accreditation Services Division, and the respective residency programs of any of the above, are not eligible to apply for the Pharmacy Residency Excellence Awards.

VI. Post-Award Activities

Recipient organizations are expected to participate in subsequent outreach and education efforts aimed at disseminating the accomplishments of the recipient organization. Descriptions of recipient’s efforts will be communicated by the ASHP Foundation and may be used for promotional purposes for the awards program. Organizational contacts may be requested to provide additional information.

In the winter/spring of 2015, following recognition at the 2014 Midyear Clinical Meeting, award recipients will serve as faculty in a series of four 1-hour webinars to support skills and leadership development for residency program faculty. The two 1-hour webinars offered by the Program Award recipient will focus on optimizing the practice environment for residency training and learning, employing unique and innovative teaching methods, and development of residency preceptors. The Preceptor and New Preceptor Award recipients will focus on the development of individual skills including making significant contributions to residency training, developing leadership skills, using innovative education methods, and successfully contributing to research and organizational service.

VII. Selection Criteria

All applications will be reviewed by a panel appointed by the ASHP Foundation Board of Directors. The panel will review the applicant’s materials and score them according to the following application criteria:

**Significant Contributions to Residency Training (20 points)**

Applicants should have made contributions for up to five years as a preceptor that would be considered significant (i.e. above and beyond minimum contributions described in the residency standard for ASHP-accredited pharmacy residency programs). Significant contributions to residency training may include participation as a volunteer in accreditation surveys of other residency programs, enrichment of pharmacy residency training on a regional or national level, and service as an investigator for pharmacy residency research projects. This should include the unique abilities
and skills that contribute to a positive residency experience. Resident graduate information will also be used to evaluate the applicants’ performance.

**Teaching Philosophy and Methods (15 points)**
The applicant should describe his or her teaching philosophy and the methods through which this teaching philosophy is employed. Specific areas that should be addressed include the applicant’s personal expression of professional goals and values, how those goals and values are expressed in the training of pharmacy residents and how the preceptor uses standards to measure their teaching methods, activities, effectiveness and achievements in training pharmacy residents.

**Mentorship (25 points)**
Applicants should be able to describe activities that they use to enhance personal and professional development of preceptors. Applicants should be able to describe their mentoring qualities in such areas as helping residents make decisions and setting and reaching goals, establishing one’s own practice philosophy and skills, and having compassion for resident’s progress and unique situations. The applicant should also have a positive influence on residents’ careers and serve as a professional role model to residents. The applicant should describe up to 3 activities that they use to enhance personal and professional development of residents. The applicant should give a specific example of how they have served as a mentor to a pharmacy resident through a difficult professional decision-making situation.

**Leadership (15 points)**
The applicant should exemplify personal leadership qualities at the practice, departmental, institutional, state and national levels. The application should provide evidence that they are respected by his or her peers, have had an influence in residency training, demonstrating initiative in new areas and using sound leadership principles to make decisions.

**Active Participation (25 points)**
The applicant should actively participate in research, educational initiatives and service in organizations and the community. Applicants should also foster interest and involvement in these activities among their residents. The biographical sketch submitted will be used to evaluate active participation of the applicant.

**VII. Itemized Instructions for Grant Application**

1. Applicant Information
   A.-E. Self-explanatory.
   Along with the contact information requested on the application form, a biographical sketch should be provided for the applicant. Applicants can upload the biographical sketch on the Additional Documents Required page. **The biographical sketch must be limited to 4 pages and must be submitted in the format provided in the PHS 398 form from the U.S. Department of Health and Human Services. (See [www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc](http://www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc])**

2. Site Information
A. – C. Self-explanatory

3. Narrative Statements
   Using the space provided, respond to the five statements. This section can be no more than 10 pages, single-sided, using 12 point font.

4. Residency Graduate Information
   A. Provide information about all former residents for the past five years, using the template provided.
      The following is required:
      I. Names of the former residents and their degrees.
      II. Year of graduation from the residency program.
      III. Current title.
      IV. Practice Location
      V. First professional position after the completion of the residency program.
      VI. Significant publications and presentations.
      VII. Current involvement in residency training

5. Communications
   The ASHP Foundation is interested in continuously improving its communication capabilities. Indicate these communication vehicles through which you became familiar with this program.

6. Additional Documents Required
   1. Biographical sketch for applicant
   2. Letters of Support. Please label all letters in the top right corner as indicated below.
      a. A letter of support from a former resident, labeled RESIDENT LETTER.
      b. A letter of support from a clinical practitioner peer, labeled PEER.
      c. A letter of support from the residency program director, labeled PROGRAM DIRECTOR.

7. Certification and Acceptance
   This application must be signed by the Applicant and their Residency Program Director. If the applicant is the Residency Program Director, the Director of Pharmacy should co-sign the application. By signing this application, they are verifying the accuracy of all information contained herein.

VIII. APPLICATION SUBMISSION INSTRUCTIONS

Applicants should receive a receipt confirmation email from the ASHP Foundation within five (5) business days of application submission delivery date. If this email confirmation is not received, applicants should immediately contact the ASHP Foundation at foundation@ashp.org to verify that the application was received.
Application Deadline: 11:59 P.M. EDT, JUNE 21, 2013