

# **ASHP Research and Education Foundation**

## PHARMACY RESIDENCY **EXCELLENCE** AWARDS

***Category: Preceptor Award***

# **Application Policies and Guidelines**

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## I. ASHP Research and Education Foundation

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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 currently conducts a range of formal education and research programs designed to foster safe and effective medication use. The Foundation’s strategic priorities are:

- 1) the design and study of safe and effective medication-use systems;
- 2) advancement of optimal patient medication outcomes; and
- 3) the expansion of pharmacists’ direct patient care and leadership roles.

The ASHP Foundation’s programs support research and education in a variety of health-system settings such as hospitals, home care, ambulatory care, managed care organizations, and long-term care. The Pharmacy Residency Excellence Awards are designed to support the Foundation’s efforts under its third strategic priority: the expansion of pharmacists’ direct patient care and leadership roles.

## II. Program Overview

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The Pharmacy Residency Excellence Awards Program was developed and administered for the first time 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 six 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

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The Preceptor Award recognizes a pharmacy residency preceptor who has excelled in the training of residents. Recognition of these preceptors should enable them to serve as role models for other residency preceptors. Recipients of this award should embody the following characteristics: (1) history of significant contributions to residency training in the role of preceptor and mentor; (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 residents' careers.

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. To further achieve high profile recognition and wide dissemination of the awards program results, 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. 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.

#### **IV. Timeline for the 2011-2012 Award Cycle**

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- Applications available – May 3, 2011
- Application deadline – July 29, 2011
- Recipients notified – September 2011
- Announcement of Recipients – December 2011

#### **V. Eligibility**

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Applicants should meet the following eligibility requirements:

- A licensed practicing pharmacist.
- 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. Selection Criteria**

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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:



### **Sustained Significant Contributions to Residency Training (25 points)**

Applicants should have contributions that exceed five years and are 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.

### **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 his or her teaching methods, activities, effectiveness and achievements in the training of pharmacy residents.

### **Mentorship (25 points)**

Applicants should have a track record and be able to describe his or her mentoring skills 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 residents' progress and unique situations. The applicant should also have a positive influence on residents' careers and serve as a professional role model to residents.

### **Leadership (20 points)**

The applicant should exemplify personal leadership qualities at the practice, departmental, institutional, state, and national levels. The application should provide evidence that the preceptor is respected by his or her peers, has had an influence in residency training by demonstrating initiative in new areas and using sound leadership principles to make decisions.

### **Active Participation (15 points)**

The applicant should actively participate in research, educational initiatives and service to organizations and the community. Applicants should also foster interest and involvement in these activities among their residents.

## **VII. Itemized Instructions for Grant Application**

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To apply to the program, the applicant must submit ALL of the required documentation. A complete application packet must be received by the ASHP Foundation via mail and FTP by July 1, 2011 for the application to be considered.

1. Applicant Information
  - A.-I. Self-explanatory.

Along with the contact information requested on the application form, a curriculum vitae (C.V.) should be provided for the Residency Program Director. **This C.V. 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 seven statements. If additional space is needed, narrative statements may be completed on separate sheets and attached to the application packet as Appendix 2. They must be labeled with the appropriate statement number in the upper right-hand corner. This section can be no more than 8 pages, single-sided, using 12 point font.
4. Residency Graduate Information
  - A. Provide information about all former residents for the past ten years, using the template provided. If additional pages are required to complete this chart, please attach as Appendix 3. The following is required:
    - I. Names of the former residents and their degrees.
    - II. Year 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. Signature

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.
7. Attachments
  1. Curriculum Vitae of applicant
  2. Additional pages for the Narrative Statements (if needed).
  3. Appendices for Resident information (if needed).
  4. 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.

**APPLICATION DEADLINE: July 29, 2011**

**IMPORTANT NOTE:**

- By **July 29, 2011**, upload one (1) copy of the application and required documents to the ASHP Foundation FTP site as one PDF. (Instructions can be found below.) **The file must be saved using the following file name structure: PREA\_2011\_Program\_Applicant’s Last Name.PDF** (Example: PREA\_2011\_Program\_Smith.PDF)
- Send one (1) original, completed application form via mail, with attachments, by July 29, 2011 to the following address:

Pharmacy Residency Excellence Awards Program  
Attn: Daniel J. Cobaugh, Pharm.D., DABAT, FAACP  
Vice-President  
ASHP Research and Education Foundation  
7272 Wisconsin Avenue, Suite 200  
Bethesda, MD 20814

The mailed application must be received by the ASHP Foundation by 5:00 p.m. ET on July 29, 2011.

**How to upload an application to the ASHP Foundation FTP Site:**

1. Scan the entire application package, with all required documents, **as one PDF.**
2. **The file must be saved using the following file name structure:**  
**PREA\_2011\_Program\_Applicant’s Last Name.PDF**  
  
Example: PREA\_2011\_Program\_Smith.PDF
3. Right click on the Start button on the lower left side of your computer screen.
4. Click on Explore. (*Clicking on Explore will take you to Windows Explorer.*)
5. Type the following in the address bar <ftp://ftp3.ashp.org>.
6. Log in using the following credentials:  
Username: applicant  
Password: 20ashp!!
7. Double click on “Research and Education Foundation” to open the folder.



You will have access to the following folders:

Name ▲	Size	Type
Award for Excellence in Medication-Use Safety		File Folder
Literature Awards Program		File Folder
PGY1 Expansion Grant		File Folder

- To upload your file, copy and paste the document into the Pharmacy Residency Excellence Awards folder.

**Note 1:**

The ASHP Foundation strongly encourages applicants to test upload of applications, using the procedures provided above, in advance of the published application deadline date. Test files should be uploaded using the following file name structure:

**PREA\_2011\_Applicant’s Last Name\_TEST.PDF**

Uploading of test files will enable applicants to ensure that there are no institutional firewalls or other technology issues that will prevent application upload by the published application deadline date. If the applicant has difficulty with the upload of test files, the applicant should immediately contact their institutional information technology department to address any institutional FTP upload issues. Test files will be deleted by the ASHP Foundation.

**Note 2:**

After you upload your application, and if you refresh your Windows Explorer, your file will disappear from your view. You do not have read access; you only have access to write/upload.

**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](mailto:foundation@ashp.org) to verify that the application was received.**