

ASHP Research and Education Foundation

PHARMACY RESIDENCY **EXCELLENCE** AWARDS

Category: Program Award

Application Policies and Guidelines

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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 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

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

The Program Award recognizes a pharmacy residency program that has a national reputation for excellence in the training of residents and consistent provision of an exceptionally positive and rewarding training experience. By recognizing these programs and their accomplishments, they can serve as role models in sustained excellence, achievement, and innovation in residency training. The recipient program should have a sustained record of: (1) providing an excellent practice



environment for residency training and learning; (2) successfully training pharmacy residents; (3) employing unique and innovative methods for teaching and quality improvement; (4) positively influencing the careers of residency graduates; (5) contributing to the pharmacy department's mission; (6) use of an organized process for the development of residency preceptors; and (7) ASHP residency accreditation.

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, 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

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

V. Eligibility

Applicants should meet the following eligibility requirements:

- ASHP-accredited residency program (PGY1 or PGY2)
- One institution with or without multiple residency programs (whether PGY1 or PGY2) may only win an award once every **5 years** (Part of the selection criteria focuses on the recognition of a supportive training environment for residents and their preceptors. It is assumed that this environment is the same or is very similar in all the programs at the same institution.)
- 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 the 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

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:



Innovation (15 points)

The residency program uses innovative techniques to train residents and provides a quality environment for residency training. Innovation can be demonstrated in all areas of achievement in residency training including resident clinical development, communications, practice management, and professional goal setting. Innovation can also be demonstrated in methods to provide preceptor development, the management of residency program operations, and the integration of the residency program into the pharmacy service and practice site's organizational goals.

Quality Improvement (15 points)

A formal system for continuous quality improvement is employed and goes beyond the minimum requirements for accreditation. Improvement areas should include preceptor skills, evaluation of residents, overall program operations, integration of resident training into routine patient care, and the safe medication-use processes employed at the institution.

Training Environment (20 points)

The environment in which training occurs is conducive to resident learning, attentive to residents' training needs, and provides a role model for excellence in patient care. The training environment should allow for preceptor and program improvement, research opportunities for residents, and the employment of innovative learning techniques.

Achievement Record (20 points)

The residency program has a sustained record of successfully trained program graduates who are making significant achievements in pharmacy practice. Successfully trained program graduates from the last 3-10 years are now involved in residency training at their own institutions.

Service Excellence (15 points)

The residency program has led the pharmacy department to achieve excellence in pharmacy services and has contributed to the new development or expansion of pharmacy services. The pharmacy residents have been integrally involved in service achievements and development. Residents are also encouraged to participate in service to organizations and the community.

Preceptor Development (15 points)

The Residency Program supports and highly encourages the development and achievement of residency preceptors and program directors on a continuous basis. Preceptors are encouraged to develop professionally within their own practice and as educators in residency training.

VII. Itemized Instructions for Grant Application

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 29, 2011 for the application to be considered.



1. Program Information
 - A.-E. Self-explanatory.

2. Residency Program Director
 - A. – H. 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**

3. Director of Pharmacy
 - A. – G. Self-explanatory

Along with the contact information requested on the application form, a curriculum vitae (C.V.) should be provided for the Director of Pharmacy. **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**

4. Narrative Statements

Using the space provided, respond to the four statements. If additional space is needed, narrative statements may be completed on separate sheets and attached to the application packet as appendices. They must be labeled with the appropriate statement number in the upper right-hand corner. These appendices can be no more than 8 pages, single-sided, using 12 point font.

5. Residency Graduate and Faculty Information
 - A. Provide information about all residency graduates for the past ten years, using the template provided. If additional pages are required to complete this chart, please attach as Appendix 5. 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.

 - B. Provide information about all residency program full-time faculty/preceptors employed at your institution using the template provided. If additional pages are needed to complete the chart, please attach as Appendix 6. The following is required:
 - I. Names of the residency faculty/preceptors and their degrees.
 - II. Universities at which those degrees were obtained and the dates conferred.



- III. Their residency/fellowship training programs and their dates of training.
- IV. States in which they hold a pharmacy license and pharmacy license number(s), expiration date(s), and BCPS certification area(s).
- V. Current position within the hospital.
- VI. Current faculty title (if applicable).
- VII. Specific learning experiences for which they hold preceptorship.

C. Provide information about all residency program part-time faculty/preceptors employed at your institution using the template provided. If additional pages are needed to complete the chart, please attach as Appendix 7. The following is required:

- I. Names of the residency faculty/preceptors and their degrees.
- II. Universities at which those degrees were conferred and the dates conferred.
- III. Their residency/fellowship training programs and their dates of training.
- IV. States in which they hold a pharmacy license and pharmacy license number(s), expiration date(s), and BCPS certification area(s).
- V. Current position within the hospital.
- VI. Current faculty title (if applicable).
- VII. Specific learning experiences for which they hold preceptorship.

6. Communications

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

7. Signature

This application must be signed by the Residency Program Director named on page 1 and the Director of Pharmacy. By signing this application, they are verifying the accuracy of all information contained herein.

8. Attachments

1. Curriculum Vitae of residency director
2. Curriculum Vitae of pharmacy director.
3. Additional pages for the Narrative Statements (if needed).
4. Curriculum Vitae to accompany Statement 3.
- 5 - 7. Appendices for Resident/Faculty information (if needed).
8. Letters of Support. Please label all letters in the top right corner as indicated below.
 - a. Letters of support from a maximum of five former residents, labeled RESIDENT LETTER.
 - b. CEO letter of support, labeled CEO LETTER
 - c. Director of pharmacy letter of support, labeled DIRECTOR OF PHARMACY LETTER
 - d. Physician letter of support, labeled PHYSICIAN LETTER.



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, FAACT
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 to verify that the application was received.