

Please finalize your agenda based on a discussion with your Visiting Leader. It is the responsibility of the Residency Program Director to be heavily engaged and oversee the agenda to optimize the resident and preceptor experience. Senior Leadership is encouraged to be engaged in the planning.

**Reminder for Virtual Visits**

1. The site must have a platform to host virtual meetings and will be responsible for coordinating (set-up, testing, navigation and troubleshooting) and hosting the visit on that platform.
2. There must be a designated facilitator present during the visit to ensure a smooth flow of session(s).
3. Each site will work directly with the leader to determine the best set-up for the visit given the number of residents and preceptors involved.

**Virtual Visit – Sample Agenda**

9:00-9:30 AM	Meeting with Preceptors and RPDs
9:30 AM	Welcome; Introductions
10:15-11:15 AM	Visiting Leader Presentation
11:30 to 12:00 PM	Residents Breakout Session <ul style="list-style-type: none"> <li>• Residents breakout into small groups to discuss key issues/topics from Keynote Address</li> </ul>
12:15-1:00 PM	Visiting Leader to lead report-out session from the small groups
1:00-1:45 PM	Break; visiting residency programs depart
2:00-4:00 PM	Meet with Host Institution’s residents in small groups <i>Approximately 30-45 minutes each of no more than 10 people</i>

**Onsite Visit - Sample Agenda**

Arrival of VL

6-8 PM	Dinner with Pharmacy and Residency Leadership
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Day 1

8:00 to 9:00 AM	Meeting with Department Leadership
9:00 to 10:00 AM	Meeting with Preceptors and RPDs
10:00-10:15	Break
10:15 to 10:30 AM	Welcome; Introductions
10:30-11:30 AM	Keynote Address – Visiting Leader
11:30 to 12:45 PM	Break and Lunch
12:45 to 1:45 PM	Residents Breakout Session <ul style="list-style-type: none"> <li>• Residents breakout into small groups to discuss key issues/topics from Keynote Address</li> <li>• Visiting Leader to lead report-out session from the groups</li> </ul>
1:45 to 2:00 PM	Break; visiting residency programs depart
2:00 to 5:00 PM	Meet with Host Institution’s residents in small groups (~30 min. each)
6:30 to 8:30 PM	Dinner - Host PGY1 and PGY2 residents and preceptors

Day 2

8:00 to 9:00 AM	Meeting with Host Institution’s Residency Program Directors
9:00 to 10:00 AM	Meeting with Host Institution’s Residency Advisory Committee
10:00 to 10:30 AM	Meeting with Host Institution’s Senior Administration as appropriate
10:30 to 10:45 AM	Break
10:45 to 12:00 PM	Tour of facility with Pharmacy Leadership and Residents
12:00 to 1:00 PM	Lunch & Departure