**PGY 2 Critical Care Pharmacy Residency Course Description**

**Learning Experience Title: Pharmacy Administration**

**Preceptor:**

Katie Korte, Pharm.D., BCPS, BCCCP

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**Purpose:**

The purpose of this four-week learning experience is to familiarize the PGY-2 resident with numerous administrative tasks such as policy development and review, management techniques, management of human resources, strategic planning, management of financial resources, and advanced leadership.

**Learning Experience Responsibilities:**

* Attend and report at DTU at 0900 daily
* Attend leadership meetings daily
* Participate in Joint Commission readiness
* Lead reports during monthly staff meeting
* Participate in weekly topic discussions with preceptor
* Precept APPE student (if applicable)

**Resident Progression:**

By the completion of the experience, the resident should gain a foundational understanding of pharmacy operations, strategy, and leadership. The resident should be able to effectively and professionally communicate during leadership meetings and write a service line proposal.

**Goals and Objectives to be covered and evaluated:**

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| Activity | Objectives Covered |
| * Participate in weekly pharmacy leadership meetings including daily safety huddle, LW DOP report, etc. * Prepare agenda and lead preceptor development meeting * Present a management case with analysis and evaluation | E2.1.1 |
| * Create proposal with supportive evidence to implement a new critical care pharmacy service at Truman Medical Center | E.2.1.2 |

**Requirements of Learning Experience:**

Expected hours

* Hours will vary depending on the week and will be discussed at the beginning of the rotation

Attire

* Business casual (with white coat or jacket when attending meetings outside pharmacy)

Required presentations

* To be determined based on month and current administrative needs

Required readings

* Readings will be assigned throughout the learning experience

Preceptor interaction

* The resident is expected to interact with the preceptor daily

Communication

* The resident is expected to call in to the AM and PM pharmacy team huddle
* The resident is expected to pass-off pertinent information to evening staff, pharmacy buyer, and/or management as appropriate
* The resident is expected to reserve use of instant messenger for “on-the-fly” communication with a preference to email and phone for all other communication
* The resident is expected to be reachable during the rotation. This includes:
  + Wearing personal pager daily
  + Ability to communicate to preceptor via text or instant messenger
* The use of personal electronic devices while in patient care areas should be reserved solely for patient care related activities

**Method of evaluation**:

Evaluation of the resident will be based on the ASHP activity learning experiences listed above. Each learning activity has a corresponding code following the experience which corresponds to the activity learning experience listed in PharmAcademic®. During the orientation to the learning experience, the preceptor and the resident will review all the material contained in this learning experience description and sign a copy to be retained in the residents file.

The preceptor will provide feedback verbally (formative) throughout the course of the learning experience and electronically (summative) via PharmAcademic® at the conclusion of the experience. Once the resident is finished with all of the requirements for the experience, the preceptor and the resident will discuss the learning experience as a whole both formally and informally. The resident will also be responsible for providing both formative and summative feedback at the conclusion of the experience. All evaluations must be submitted by the conclusion of the learning experience.

*I have read and acknowledged the responsibilities of the learning experience.*

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Pharmacy Resident Primary Preceptor