Preceptor Selection, Development, and Expectations Processes

Preceptor Requirements:

1. To be considered as a new residency preceptor, interested pharmacists shall submit a completed Academic and Professional Record and statement of interest to their direct supervisor and the Residency Coordinator. New preceptor requests will be reviewed by the Residency Oversight Committee (ROC).

2. Preceptors must possess current licenses to practice pharmacy in the state of their practice site and must practice within that site during the time of their resident's rotation. Preceptors must be in their current roles for at least 6 months and have successfully completed their human resources probationary period.

3. Preceptors must have completed an ASHP-accredited PGY1 pharmacy residency plus a minimum of 1 year of practice experience or PGY2 pharmacy residency plus a minimum of 1 year of practice experience for PGY1 and PGY2 pharmacy residency programs, respectively. Alternatively, pharmacists with equivalent experiences (minimum of 3 years) and aptitudes may be considered for precepting roles.

4. Preceptors must meet the criteria established by ASHP (available from http://www.ashp.org/DocLibrary/Accreditation/Newly-approved-PGY1-Standard-September-2014.pdf and http://www.ashp.org/DocLibrary/Accreditation/ASD-PGY2-Standard.aspx). Preceptors not meeting the minimum criteria may be designated as preceptors-in-training for no longer than 2 years. Preceptors-in-training shall have a preceptor advisor and an individualized preceptor development plan that are approved through ROC.

5. Non-pharmacy preceptors will not be considered for PGY1 pharmacy residency programs. PGY2 residents may be precepted by non-pharmacy preceptors in select instances when appropriate. Approval of non-pharmacy personnel as preceptors is subject to the endorsement of the Residency Oversight Committee and residency program director. Non-pharmacy preceptors will be evaluated for appropriateness based on a review of professional accomplishment, accolades, and commitment to serving as a preceptor for pharmacy residents. A pharmacist preceptor must coordinate with non-pharmacist preceptors to develop goals and objectives for the rotation and to ensure regular feedback and evaluations are provided.
Preceptor Development:

1. Residency program directors are responsible for ensuring preceptors are evaluated on their performance in the preceptor roles of instructing, modeling, coaching, and facilitating. An evaluation of the preceptor and learning experience should be completed by all residents at the end of each rotation and quarterly for longitudinal residency requirements. Residents should discuss their evaluation with their preceptors and provide recommendations for improvement. These evaluations and recommendations are forwarded to the residency program director and documented for future reference.

2. Preceptors are expected to participate in at least 4 preceptor development sessions per year. These may include and are not limited to: documented participation in live or virtual departmental preceptor development sessions, preceptor development continuing education provided by schools of higher education (School of Medicine, Schools of Pharmacy), preceptor development webinars provided by the external sources such as the Pharmacist’s Letter, attendance at the National Pharmacy Preceptors Conference, or Accreditation/ Preceptor Development Resources provided on the ASHP website. All preceptors shall keep a preceptor development portfolio that is submitted to the Residency Coordinator and their direct supervisor as part of their annual performance appraisal.

3. All new preceptors will complete the following preceptor development training modules on the ASHP Accreditation Services Website following approval by ROC and prior to having your first resident trainee:
   - Anatomy of the Outcomes, Goals and Objectives (associated with ASHP’s residency accreditation standards)
   - Level With Your Resident: Learning Taxonomies and Levels
   - Starring Roles: The Four Preceptor Roles and When to Use Them

4. Live preceptor development sessions may be provided by any member of the department. All residency program directors shall provide a minimum of one preceptor development offering per calendar year.

5. Residency program directors will be evaluated by their residents at the end of each year. Residents should discuss their evaluation with their residency program director and provide recommendations for improvement. These evaluations and recommendations should be documented for future reference.

Preceptor Expectations

1. Each residency learning experience preceptor is responsible for the following activities:
   a. Preparing/ updating learning experience descriptions as instructed by the residency program director
   b. Orienting residents to their particular learning experience prior to or on the first day of the learning experience
   c. Completing formative evaluations as scheduled in the electronic evaluation system
   d. Completing all summative evaluations within the electronic evaluation system no later than 5 days from the completion of the learning experience conclusion
   e. Meeting with the resident to discuss summative, self, and preceptor/ learning experience evaluations
   f. Submitting documentation of preceptor development activities to the residency program director/ coordinator
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