



<b>TITLE</b> Preceptor Appointment, Reappointment and Development			<b>IDENTIFICATION NUMBER</b> PH09.03.030
<b>ORGANIZATION(S)</b> University of Kentucky / UK HealthCare	<b>SITES AFFECTED</b> <input type="checkbox"/> Enterprise <input checked="" type="checkbox"/> Chandler <input checked="" type="checkbox"/> Good Samaritan <input checked="" type="checkbox"/> KCH <input checked="" type="checkbox"/> Ambulatory	<b>CATEGORY</b> <input type="checkbox"/> Enterprise <input type="checkbox"/> Nursing <input checked="" type="checkbox"/> Department Pharmacy <input type="checkbox"/> Guideline <input type="checkbox"/> Protocol <input type="checkbox"/> Standard Operating Procedure	<b>REPLACES:</b>
<b>REVIEW CYCLE</b> <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 3 years <b>REVIEW DATES:</b> 9/2012, 4/15, 4/30/2015, 1/27/2019, 3/25/2020, 12/8/2020, 3/2/2022, 11/09/2023		<b>EFFECTIVE DATE:</b> 12/15/2023	

**POLICY STATEMENT**

**PURPOSE**

Outlines the process for applying for and maintaining preceptor status for pharmacy PGY1 and/or PGY2 residents.

**SCOPE**

This policy applies to all residency preceptors of UK HealthCare Residency programs.

**DEFINITIONS**

None

**PROCEDURES**

**Section 1: Appointment and Reappointment of Preceptor**

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A. Initial preceptor appointment

1. All pharmacists will complete the ASHP Academic and Professional Record (APR) upon their initial desire to be a residency preceptor at UK HealthCare. Individuals should submit this form to a representative on the Residency Program Director Committee (RPDC). Supporting documentation may be included.
  - a) If deemed ineligible, the residency program director (RPD) will develop a preceptor development plan to ensure that all ASHP preceptor qualifications are met within two years. See Appendix A: Pharmacy Residency Program: Preceptor Development Plan
2. Once RPD(s) review and approve the documents submitted, preceptor will be added to preceptor tracking roster by Pharmacy Education Coordinator.

B. Preceptor reappointment

1. All pharmacists will update their ASHP Academic and Professional Record every four years, per ASHP standards. All pharmacists are required to attend one preceptor development activity per year to qualify for reappointment.
  2. Preceptor should submit their updated APR form to a representative on the Residency Program Director Committee (RPDC). Supporting documentation may be included.
  3. Reappointments will be evaluated by RPD.
    - a) Documentation to support continued preceptorship may be reviewed (e.g. Pharmacademic). If specific areas of improvement are identified, the preceptor will work with the Preceptor Development Committee to identify educational opportunities geared toward improvement in the area(s) identified.
  4. Preceptor status changes due to extenuating circumstances or feedback from multiple residents may occur at the discretion of ROC with documentation and notification of the residency program directors.
  5. Once approved, the RPD should inform the Preceptor Development Committee for documentation.
- C. No pharmacist may precept a resident until their appointment has been approved by the RPD(s) of the program(s) the preceptor is applying to precept in.

## ***Section 2: Preceptor Definitions***

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### Probationary Preceptor

1. Any preceptor that was previously a qualified preceptor, but no longer meets the qualifications, in accordance with the ASHP guidance based on their Academic Professional Record or has not maintained preceptor development activity requirements.
2. This preceptor will have a two-year probationary period to meet preceptor expectations before no longer being qualified to precept residents; however, any decisions involving change in preceptor status are at the discretion of the Residency Program Director(s).
3. It will be the responsibility of the RPD, in conjunction with manager and Residency Oversight Committee (ROC), to inform the preceptor of the status change and the responsibility of the preceptor to ensure preceptor status is regained and qualifications are met.

### Established Preceptor

1. A pharmacist who meets ASHP preceptor eligibility and qualifications and has met with the RPD to determine program specific requirements.

## ***Section 3: Preceptor Development Committee***

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The Preceptor Development Committee is comprised of pharmacists and pharmacy resident(s) at UK HealthCare. Committee members are appointed to serve on behalf of a program by the RPD. This group is responsible for the creation of the annual preceptor development opportunities. A repository of events will be maintained for preceptor reference. The group conducts annual surveys for preceptors and residents to determine needs of the department in relation to growth as a preceptor.

**REFERENCES**

None

**APPROVAL**

<b>NAME AND CREDENTIALS:</b> Olivia Philippart, PharmD, BCTXP	<b>NAME AND CREDENTIALS:</b> Ryan Naseman, MS PharmD
<b>TITLE:</b> Transplant Clinical Pharmacist, Preceptor Development Committee Chair	<b>TITLE:</b> Senior Director, Acute Care Pharmacy Services/UKHC
<b>NAME AND CREDENTIALS:</b> Philip Almeter, PharmD	
<b>TITLE:</b> Enterprise Pharmacy Director/UKHC	
<b>SIGNATURE</b>	<b>DATE</b>
<b>SIGNATURE</b>	<b>DATE</b>
<b>SIGNATURE</b>	<b>DATE</b>

**Appendix A: Pharmacy Residency Program: Preceptor Development Plan**

Preceptor name:	
Date Updated (MM/YYYY):	
PGY1 Learning Experience(s)	
PGY2 Learning Experience(s) and Program(s)	
Other learning experiences (e.g., on-call review, code response, Grand Rounds slide review, research project advisor, residency advisor)	
Preceptor eligibility and qualifications	<p><i>Check all that currently apply for this preceptor:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASHP Preceptor Eligibility Criteria             <ul style="list-style-type: none"> <li>○ PGY1 Criteria                 <ul style="list-style-type: none"> <li>▪ PGY1 + 1 year of practice experience</li> <li>▪ PGY1 + PGY2 + 6 months of practice experience</li> <li>▪ 3+ years of practice experience</li> </ul> </li> <li>○ PGY2 Criteria                 <ul style="list-style-type: none"> <li>▪ PGY1 + 3 years of practice experience</li> <li>▪ PGY1 + PGY2 + 1 year of practice experience</li> <li>▪ 3+ years of practice experience</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Content knowledge/expertise in the area(s) of pharmacy practice precepted (See APR for specifics)</li> <li><input type="checkbox"/> Subject matter expertise demonstrated residency experience + practice experience in area precepted (See APR for specifics)</li> <li><input type="checkbox"/> Role modeling - ongoing professional engagement is demonstrated by documenting at least 3 types of ongoing professional engagement (See APR for specifics)</li> </ul>
Opportunities for growth (as noted by RPD, residents, or self)	
Initial Preceptor Development Plan (specific action plans for growth areas and / or means to meet ASHP eligibility or qualifications within 2 years)	

<b>Progress toward improvement in outlined areas</b>	<b>Baseline:</b> <b>End of Year 1:</b> <b>End of Year 2:</b>
<b>Primary RPD Comments</b>	<b>Baseline:</b> <b>End of Year 1:</b> <b>End of Year 2:</b>