ASHP Research and Education Foundation

PGY1 Pharmacy Residency Expansion Grant (PEG) Program
Advancing Pharmacy Practice through Residency Training

Application Policies and Guidelines

Please note that if you apply for pre-candidate status with ASHP’s Accreditation Services Office in order to be eligible for the Pharmacy Residency Expansion Grant Program, your application fee and annual accreditation fees will not be refunded if you do not receive a Pharmacy Residency Expansion Grant. Further, you cannot withdraw from pre-candidate status for a specific program and pursue it at a later date. Please contact ASHP’s Accreditation Services Office at 301-664-8658 with any questions about pre-candidate status.

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CONTENTS

ASHP Research and Education Foundation ................................................................. 3
Program Overview ........................................................................................................... 4
Program Timeline ........................................................................................................... 5
Evaluation Process .......................................................................................................... 5
Selection Criteria ............................................................................................................ 5
Itemized Instructions .................................................................................................... 6
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 ASHP Foundation is a charitable, non-profit, 501(c) 3 corporation organized as a public foundation in 1968.

Our Vision
As the philanthropic arm of the American Society of Health-System Pharmacists, our vision is that: Patient outcomes improve because of the leadership and clinical skills of pharmacists, as vital members of the health care team, accountable for safe and effective medication use.

Our Mission
The mission of the ASHP Foundation is to improve the health and well-being of patients in health systems through appropriate, safe and effective medication use.

The ASHP Foundation accomplishes this by:
- Sponsoring high-impact practice research leading to advances in patient outcomes;
- Educating and developing pharmacists and pharmacy staff as leaders and clinicians;
- Providing funding and programs that optimize the medication-use system and advance the direct and accountable patient care role of pharmacists;
- Encouraging innovation and adoption of best practices and new patient safety and quality initiatives;
- Providing recognition and support to diffuse best practices in research, education and practice; and
- Establishing partnerships, collaborations and strategic alliances to inform our mission and advance common goals.

ASHP Foundation Strategic Priorities
1. Facilitate and strongly support the pharmacy profession in advancing pharmacy practice models that foster pharmacists’ leadership and accountability for patient outcomes.
2. Create demand for new models of pharmacy practice that leverage the expertise and unique abilities of pharmacists.
3. Drive the advancement of the technical, human and leadership competencies of pharmacists and pharmacy staff in complex and rapidly changing organizations.
4. Ensure the long-term financial sustainability of the ASHP Foundation.

The ASHP Foundation pursues its mission and strategic priorities through provision of awards, research grants, educational programs, and practice tools. The ASHP Foundation has a long track record of administering research grant, education and practitioner recognition programs that use stringent external review processes to select program recipients.
Program Overview

The overarching goal of the ASHP Foundation PGY1 Pharmacy Residency Expansion Grant program is to expand the number of ASHP Accredited PGY1 pharmacy residency positions for the 2015-2016 training year. Funded applicants will be notified in advance of the 2015 ASHP Resident Matching Program (RMP). Positions funded by the ASHP Foundation must be included in the RMP.

1. This funding opportunity is available for PGY1 pharmacy residency training.
2. Grants are available for the 2015-2016 program year only.
3. Positions funded by the ASHP Foundation must be included in the Residency Matching Program.
4. Funded programs will be notified in advance of the March 6, 2015 deadline for submission of rank order lists for the 2015 ASHP Residency Match Program.
5. Only new positions that do not have institutional funding or have only partial institutional funding are eligible. It is not the intent of this program to fund existing positions.
6. Funding is limited to hospital/health-system based PGY1 pharmacy residency programs.
7. Funding is limited to ASHP-accredited PGY1 pharmacy residency programs, PGY1 pharmacy residency programs with ASHP Candidate Status, PGY1 pharmacy residency programs with ASHP Pre-Candidate Status, and PGY1 pharmacy residency programs with Preliminary Accreditation Status that are in the ASHP accreditation process prior to December 31, 2014. Funded positions must be included in the 2015 ASHP Residency Matching Program.
8. Residency programs that have had ASHP accreditation status rescinded in the past 12 months are not eligible to apply.
9. This program is intended to support positions for which the grantee institution is committed to seeking funds to continue the program/position following completion of ASHP Foundation funding.
10. Programs must plan to interview for the position that will be funded by the Pharmacy Residency Expansion Grant program. This is imperative as funding decisions will be communicated 2 weeks before Rank Lists are due to the National Matching Services. Therefore, programs will not have adequate time to interview additional residency candidates in the time period between funding notification and the deadline for Rank List submission.
11. Programs that plan to recruit only one resident, whose position is dependent on receipt of ASHP Pharmacy Residency Expansion Grant funds, must disclose to all applicants that funding for the position is not guaranteed.

12. Not-for-profit organizations, for-profit entities, and government agencies are eligible to apply to this program. If a for-profit entity or government agency is a grant recipient, the monetary award provided by the ASHP Foundation must be received and managed by a 501(c)3 not-for-profit organization. Applicant organizations must be in the United States of America to be eligible for the grant.

**Timeline for the 2015-2016 Program Offering**

- Applications available – October 10, 2014
- Application deadline – January 9, 2015
- Recipients announced – February 28, 2015
- Payment of Recipients – June 2015

**Evaluation Process**

Applications will be reviewed by a committee comprised of leaders in hospital/health-system pharmacy practice. Residency award recipients will be selected on the strength of the application, including but not limited to the available learning experiences, quality of preceptors, and the successful development of previous pharmacy residents.

**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:

**Education Program Quality – 25 points maximum**

Does the curriculum cover adequately the educational outcomes required by the “ASHP Accreditation Standard for Postgraduate Year One (PGY1) Pharmacy Residency Programs”? Are adequate lengths of time designated for each learning experience? Is the scope of elective learning experiences appropriately broad?

**Preceptor Qualifications – 25 points maximum**

Do the program faculty have adequate training and experience to serve as residency program preceptors? Are an adequate number of the program faculty specialty trained? Are an adequate number of the program faculty board certified in the appropriate specialty? Do the program faculty have academic appointments in schools/colleges of pharmacy and/or medicine?
Overall Program Quality – 25 points maximum
Do the Residency Program Director and the Director of Pharmacy have adequate training and experience to lead the program? Do the Residency Program Director and Director of Pharmacy have track records for presenting at national or international professional meetings? Do the Residency Program Director and Director of Pharmacy have track records of publishing in peer-reviewed biomedical journals? Are the Residency Program Director and Director of Pharmacy members of national pharmacy and/or interdisciplinary organizations? Have they made visible contributions to these organizations? Does the program have a relationship with a school/college of pharmacy and/or medicine? Do the residents have the opportunity to teach students during their rotations?

Program Graduates – 25 points maximum*
Do the graduates of the residency program continue to practice in a hospital/health-system environment? For PGY1 programs, what percentage of graduates pursued PGY2 training? What percentage of graduates became board-certified in their area of specialty? What percentage of graduates teach in a pharmacy residency program? Do graduates pursue active participation and leadership roles in national and/or international pharmacy and interdisciplinary organizations?

*For new programs that have not had graduates, the percentage score will be calculated based on 75 possible total points.

Itemized Grant Application Instructions

1. Grant Request Information
   A – B  Self-explanatory.
   C  The total amount requested cannot exceed $40,000
   D – G  Self-explanatory.
   H–I  Funds can only be used to fund new positions. Positions funded through this program must be included in the 2015 ASHP RMP.

2. Director of Pharmacy
   A – F  Self-explanatory.
   Along with the contact information requested on the application form, a biographical sketch should be provided for each individual. The biographical sketch 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 www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc.)

3. Residency Program Director
   A – F  Self-explanatory.
   Along with the contact information requested on the application form, a biographical sketch should be provided for each individual. The biographical sketch 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
4. Department Chair (if applicable)

A – E  Self-explanatory.
Along with the contact information requested on the application form, a biographical sketch should be provided for each individual. **The biographical sketch 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 www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc.)**

5. Program Information

A. Provide a list or brief description (200 words or less) of the program’s requirements for residents to complete the residency and receive a certificate.

B. Confirm that you have attached, as Appendix 1, a brochure or written description of the residency program along with any other existing promotional information that describes the program.

C. Briefly describe (200 words or less) the detailed process by which residents are evaluated during their program and confirm that you have attached an evaluation form used for a direct patient care learning experience as Appendix 2.

D. Confirm that you have attached a photocopy of the accreditation certificate or ASHP website information confirming pre-candidate/candidate/preliminary accreditation status as Appendix 3.

E. Using the template provided, list both the required and elective learning experiences that you plan to offer. Additional fields are automatically added as needed in the electronic application.

F. Indicate whether or not the residency program is affiliated with a School/College of Pharmacy or Medicine. If yes, provide the name of the school/college.

For items G through I, an Excel-based template is provided in the ASHP Foundation electronic application submission system. This template includes worksheets to enter full-time faculty, part-time faculty, and program graduate information.

G. 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 5.
   1. List the names of the residency faculty/preceptors and their degrees.
   2. List the universities at which those degrees were obtained and the dates conferred.
3. List their residency/fellowship training programs and their dates of training.
4. List the state in which they hold a pharmacy license and the pharmacy license numbers, expiration dates, and BPS certification areas.
5. List their current position within the hospital/health-system.
6. List their current faculty title (if applicable).
7. Identify the specific learning experiences for which they hold preceptorship.

H. 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 6.
   1. List the names of the residency faculty/preceptors and their degrees.
   2. List the universities at which those degrees were obtained and the dates conferred.
   3. List their residency/fellowship training programs and their dates of training.
   4. List the state in which they hold a pharmacy license and pharmacy license numbers, expiration dates, and BPS certification areas.
   5. List their current position within the hospital.
   6. List their current faculty title (if applicable).
   7. Identify the specific learning experiences for which they hold preceptorship.

I. Provide information about all residency program graduates for the past seven years using the template provided. Programs that only began to graduate residents in 2008 or after are only required to provide graduate information from the first graduation year through 2014. Programs that have not had residency graduates are not required to complete the section; for those programs that do not have residency graduates, the percentage score will be calculated based on 75 possible total points. If additional pages are needed to complete the chart, please attach as Appendix 7.
   1. List the names of the program graduates.
   2. List the institutions where they are currently employed.
   3. List their current practice role or position.
   4. Identify any leadership positions they hold in professional organizations.
   5. Identify if they currently serve as preceptors for students and residents.

6. Budget
   A. Provide a breakdown of the stipend, including all direct costs such as resident salary, fringe benefits, medical malpractice coverage, etc.
      1. Requests cannot exceed the net anticipated costs of the residency based on (1) all direct costs of sponsoring the resident (e.g. resident’s salary, benefits and medical malpractice coverage) and (2) all direct revenues expected to be generated by the resident (e.g. Medicare Graduate Medical Education payments for PGY1 residency positions, other graduate medical education payments attributable to the resident and any professional billing revenues generated by the resident.).
      2. Awards cannot underwrite the ordinary operating costs of a qualified recipient
3. organization, which includes indirect costs of their residency program.

B. Provide a description of institutional financial support that will be available to support this position along with ASHP Foundation funds.

C. Provide a brief description (500 words or less) of (1) the need for financial support, (2) how the financial support will establish/demonstrate the value of the residency training to the health-system, and (3) what potential exists for future sustainability of the residency program with supplemental eternal funding.

7. **Financial Officer**
   A – E List the contact information for the financial officer who will be responsible for monitoring grant fund use. The financial officer cannot be a member of the residency program team. Note that the institutional Chief Financial Officer is required to sign the application and verify the accuracy of the provided financial information.

8. **Institutional Payee Information**
   A. The “check payable to” name is the sponsoring institution at which the residency program is conducted. Grant checks will be made payable to the institution name listed.

   B. Self-explanatory.

   C. Confirm under which 501 (c) category the institution is tax-exempt. The ASHP Foundation only makes grants to tax-exempt institutions or agencies in the United States of America.

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

10. **Pharmacy Director Signature**
    A. This application must be signed by the Pharmacy Director named on page 1 in item 2A. The Pharmacy Director, in signing this application, is verifying the accuracy of all information contained herein and indicating that the ASHP Foundation funding will be used for a new position and the funded position will be included in the 2015 ASHP Pharmacy Residency Matching Program. Further, the Pharmacy Director is certifying that he/she understands ASHP’s pre-candidate status policies.

11. **Residency Program Director Signature**
    A. This application must be signed by the Residency Program Director named on page 2 in item 3A. The Residency Program Director, in signing this application, is verifying
the accuracy of all information contained herein and indicating that the ASHP Foundation funding will be used for a new position and the funded position will be included in the 2015 ASHP Pharmacy Residency Matching Program. Further, the Residency Program Director is certifying that he/she understands ASHP’s pre-candidate status policies.

12. Financial Officer Signature
A. This application must be signed by the institutional Chief Financial Officer. The Chief Financial Officer, in signing this application, is verifying the accuracy of all financial information contained herein and indicating that the ASHP Foundation funding will be used for a new position and the funded position will be included in the 2015 ASHP Pharmacy Residency Matching Program. Further, the Financial Officer is certifying that he/she understands ASHP’s pre-candidate status policies.

13. Attachments
1. Cover Letter with required information
   • Must be on institution letterhead and signed by the Director of Pharmacy or Residency Program Director.
   • Include a request for an educational grant supporting residency training for an additional position that will be funded in the 2015 ASHP RMP.

2. See Sections 2-4.


5. Self-explanatory.

6. See Section 5.

Applications must be received by 11:59 p.m. EST on Friday, January 9, 2015. 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.