



PharmAcademic Residency Tips and Tricks

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The **PharmAcademic Portfolio** is available for: Residents, Preceptors, RPDs/Designees, College Faculty and Pharmacy Students.

2

The Global Task List **includes tasks from every program** that you are associated with in PharmAcademic, including residency programs and colleges of pharmacy.

3

RPDs/Designees can now **add files to document** the residency program's policies in PharmAcademic by going to: *Manage Program > Tools > Manage Program Policies.*

4

Key residency program reports now allow you to pull data from past residency years including **Residents Master Schedule, Send Back for Edit History, and Overall Evaluation Status.**

5

Use the **Generate On-Demand Evaluation** button to schedule any evaluation for the resident: *Resident Evaluations tab > Select learning experience > Generate On Demand button.*

6

RPDs (and Designees) can **update the ACHR status of a goal or objective** at any time on the resident's Competencies tab.

7

You can **send evaluations back for editing** by going to: *the Resident's Evaluation tab > View the evaluation > Scroll to the bottom > Click the "Send Back for Edit" button.* Use the "Send Back for Edit History" report to track these.

8

You can **edit the resident's program begin and end dates** by going to the resident's Program Details page and clicking "Edit" under the program type.

9

Keeping your program up-to-date (i.e., learning experiences, preceptor information, and residency close out) in PharmAcademic will expedite the **ASHP Annual Residency Accreditation Report.**

10

The Tools tab allows RPDs/Designees to manage all evaluations including sending reminders at any time during the residency year.

For additional questions on PharmAcademic OR to learn more about our Residency Consulting Services, please contact us at consulting@mccreadiegroup.com or 734.661.7955



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