

# **Teaching Certificate Program**

## **University of Utah Health: Pharmacy Residency Programs**

### **Objective:**

The teaching certificate program administered by the Department of Pharmacy Services at University of Utah Health is designed to provide pharmacy residents and preceptors with the training necessary to provide education to pharmacy students, pharmacy residents, and/or pharmacy staff upon program completion.

### **Coaching:**

Each participant will be provided with a coach to help fulfill the requirements of the program. To be selected, the coach must meet the following criteria:

- Current licensure as a pharmacist
- Greater than two years of practice experience
- Precepted more than 5 students or residents, or course master for a didactic course within the College of Pharmacy
- Committed to working with the individual participant for the duration of the teaching certificate program which includes at least 5 face-to-face meetings yearly.

### **Teaching Certificate Portfolio:**

The participant will maintain an electronic portfolio with all materials developed by the trainee related to the teaching certificate. The portfolio will include the following items, at minimum:

- Teaching documents – handouts, PowerPoint presentation files, test questions, or any other materials drafted by the participant to complete the teaching and precepting experiences, plus evaluations and reflections
- Career goals for academia – to be developed by the participant, working in conjunction with their coach. Goals will be reviewed at least every 3 months and updated as needed.
- Evaluations of lectures and presentations the participant attends – using a standard format approved by the program director
- Teaching philosophy – a brief (< 2 page) document to be developed by the participant, working in conjunction with their coach, to describe the participant's teaching philosophy and precepting goals. The teaching philosophy will be reviewed at least every 3 months and updated as needed.
- Reflection on teaching experiences – the participant will write at least 1 reflection per formal teaching experience (ie, formal lecture, seminar, continuing education, and Mountain States Conference platform presentation) and after completing the Trainer Essentials Course. Reflections should include at minimum the following: an assessment of their impressions of the experience, what the participant will do differently in the future based on the content of the presentation, and a comparison of self-assessment with evaluations and feedback from the audience. Residents are encouraged to reflect on all teaching and training experiences with or without formal written documentation.
- Lecture Series materials – all materials used during or prepared for the lecture series. Structured evaluation questions will be provided at the end of each lecture for inclusion in the portfolio.

The participant's coach will review the portfolio at least every 3 months until the participant completes the program. In order to obtain the teaching certificate, the participant must complete the portfolio and have the final portfolio approved by both their coach and the program coordinator. A final signed form is required from the Teaching Coach in order for the Teaching Certificate to be awarded.

**Program Commitment and Timeline:**

All participants and coaches must sign a formal agreement to participate in the program and complete all requirements in a timely manner. It is expected that a resident will be able to complete the program during his or her residency year(s). Other pharmacy staff members are expected to complete the teaching certificate program in 2 to 3 years.

The teaching certificate program is **OPTIONAL** and shall not interfere with the requirements of the residency program. If the teaching certificate requirements conflict with scheduled rotations, the resident must negotiate the time off with their rotation preceptor prior to accepting the teaching certificate responsibility (e.g., lectures delivered during the day).

**Formal Teaching Requirements:**

Participants in the teaching certificate program will:

Complete ALL of the following and provide an evaluation of each experience in their portfolio:

- One formal lecture presentation for the College of Pharmacy
- One seminar presentation for pharmacy staff
- One continuing education presentation with evaluations from audience
- One platform presentation and one poster presentation at a regional, state, national or other approved meeting (ie, residents will present a platform presentation at the Mountain States Residency Conference and a poster at the Vizient meeting held prior to ASHP Midyear Clinical Meeting)
- Observe then evaluate two lecture presentations in the College of Pharmacy and review with the coach
- Attend 8 lectures / presentations on teaching and precepting as approved by the program coordinator (see “Lecture Series” below)
- Trainer Essentials Course

Complete at least ONE of the following electives: (The following experiences are designed to provide the participant an opportunity to teach to a different audience or in a different format. The elective must take a minimum of two hours to prepare and present.)

- Provide brief “Clinical Pearls” presentation to the pharmacy staff
- Participate as a case leader/moderator in therapeutics class for the College of Pharmacy
- Provide a one hour lecture presentation for the Physician Assistants (PA) program
- Provide a one hour lecture presentation for the Nurse Practitioners (NP) program
- Lead pharmacy grand rounds
- Provide 2 inservices to nursing or medical staff with handouts
- Provide medical education to a patient audience (ie, group medical visit, brown-bag event, diabetes education seminar, etc.)
- Serve as a teaching assistant in an approved College of Pharmacy course
- Written opportunities approved by the program coordinator, such as writing an article for the pharmacy faculty, the Drug Information Resource Center website, or UUH Pharmacy department newsletter; or preparing a written patient education monograph
- Participate in other instructional activities as approved by the program coordinator

**Precepting Requirements:**

Participants in the teaching certificate program will:

Complete ALL of the following:

- Work with his or her coach to develop the structure for a clerkship rotation with a written description
- Precept a pharmacy student for at least 2 weeks and conduct an evaluation of the student's performance (The resident will keep a de-identified copy in their portfolio.)
- Lead at least ONE journal club discussion for pharmacy students, residents, or staff

Complete at least ONE of the following electives: (The following experiences are designed to provide the participant an opportunity to precept in a different format that includes feedback to the trainee.)

- Precept students at a student-run community fair with feedback on the patient interactions
- Lead a topic discussion for pharmacy students or residents as approved by the program coordinator
- Mentor/co-mentor a pharmacy student for a seminar presentation
- Serve as moderator for a case presentation by a pharmacy or PA/NP student
- Lead other small group discussions for pharmacy students, residents, or staff as approved by the program coordinator
- Participate in other opportunities as approved by the program coordinator

**Lecture Series:** (The program coordinator will arrange the lecture series. The participant will attend lectures as required by the program and will include an evaluation provided at each lecture in their portfolio.)

- Introduction to program/orientation (includes review of teaching portfolio development)
- Theories of learning and teaching philosophies
- Teaching by objectives, handout preparation, syllabus development, writing test questions
- Developing a rotation and precepting students
- Presentation skills and PowerPoint tips
- Being a small-group facilitator
- Active learning in lectures
- Giving/getting feedback – Discipline
- Motivating students
- Academia as a career
- Intellectual property, copyright issues, how to get published, issues with coauthorship and plagiarism
- Others as approved by program coordinator

### **Additional Education Opportunities:**

Participants in the teaching certificate program may also select one of the following electives, in addition to the above requirements:

- Academia Experience
  - This longitudinal experience will provide the participant with the opportunity to learn about academia as a career option
  - Elective Experiences include the following:
    - Faculty meeting attendance
    - College committee meeting attendance
    - Student seminar attendance and evaluation
    - Topic discussions regarding the following:
      - Course design
      - Lecture design
      - Active learning techniques in the classroom

- Education Coordinator Experience
  - This one to two week or longitudinal experience will provide the participant with the opportunity to learn about and help develop an educational program for the pharmacy staff
  - Examples of experiences include the following:
    - Developing and administering a staff education needs survey
    - Coordinate Pharmacy Grand Rounds or Pharmacy Continuing Education Series for at least ONE month
    - Participate in at least ONE College of Pharmacy or USHP Program Committee meeting related to planning for continuing education (CE) programs.
    - Prepare advertising materials for an educational series
  - Other elective opportunities as approved by the program coordinator

For questions or concerns about the Teaching Certificate program, the resident should involve both their teaching coach and the Teaching Certificate program coordinator as soon as the question or concern arises.

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**Participant and Coach Agreement**

Thank you for your interest in the teaching certificate program. Please complete the following items:

- Read the agreement and sign below as “participant” to acknowledge your intent to complete the program.
- Meet with your selected coach. Your coach will need to read the agreement and sign below as “coach” to acknowledge their intent to work with you throughout the entire program.
- Return this signed form to the Program Coordinator (Shantel Mullin) by **September 1<sup>st</sup>**.

**By signing this agreement, the PARTICIPANT signifies they have read, understand, and agree to:**

1. Complete all requirements of the teaching certificate program.
2. Complete the requirements in a timely manner, defined as:
  - For 1-year residents: No later than June 30 of the first residency year (ie, by the end of the 1-year residency program).
  - For 2-year residents: No later than June 30 of the second residency year (ie, by the end of the 2-year residency program).
  - For staff pharmacist: Within 3 years of signing this agreement.
3. Maintain an electronic portfolio of your progress, as outlined in the program requirements.
4. Meet with your coach at least every 3 months to review your electronic portfolio and evaluate your progress towards the certificate.
5. Meet with the Program Coordinator as needed to make any necessary schedule adjustments.
6. Meet with the Program Coordinator as needed to gain approval for special projects, presentations, or electives.

**By signing this agreement, the COACH signifies they have read, understand, and agree to:**

7. Coach the participant as they complete each of the requirements of the teaching certificate program.
8. Guide the participant throughout the entire duration of their teaching certificate program. If unable to meet this commitment, notify the participant and Program Coordinator immediately so that the participant can find a new coach without delay.
9. Solicit feedback from other healthcare providers on the participant’s performance in completing the program requirements.
10. Meet with the participant face-to-face at the beginning of the year and least every 3 months to review their electronic portfolio and provide feedback on their progress toward the certificate. (It is recommended that the coach meet with or observe the participant in teaching on a monthly basis.)
11. Meet with the Program Coordinator as needed to discuss the participant’s progress.
12. Sign off the final Teaching Certificate portfolio and program requirements at the end of the program, and return the form to the Program Coordinator (Shantel Mullin).

**Signatures:**

Participant Name (please print): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Coach Name (please print): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Teaching Certificate Program Completion Document**  
**University of Utah Health**  
**Pharmacy Residency Programs**

<b>Formal Teaching Requirements</b>	<b>Reflection/Evaluation (Yes/No)</b>	<b>Date Completed</b>
Lecture at College of Pharmacy <i>Name of lecture:</i>		
Seminar presentation:		
Continuing Education presentation:		
Poster presentation (Vizient):		
Platform presentation (MSC):		
Evaluation of 2 lecture presentations by the following lecturers:		
Elective activity (1 required) – describe:		
Trainer Essentials Course		

<b>Precepting Requirements</b>	<b>Date Completed</b>
Clerkship rotation:	
Precepting pharmacy student:	
Lead journal club – article & audience:	
Elective activity (1 required) - describe:	

<b>Lecture Series (must attend/evaluate ≥ 8)</b>	<b>Evaluation (Yes/No)</b>	<b>Date Completed</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

<b>Evaluations</b>	<b>Date Completed</b>
Teaching Certificate Program Evaluation	
Teaching Certificate Coach Evaluation	

# Voluntary and Confidential Lecture Feedback Form

University of Utah Health - Resident Teaching Certificate Program

Course Title and Number: \_\_\_\_\_

Topic of Lecture: \_\_\_\_\_

Lecturer's Name: \_\_\_\_\_

Student Evaluator  Faculty Evaluator      Name: \_\_\_\_\_ (optional)

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Please respond to each of the following ratings and questions based on your impression of today's lecture content and instructor's ability to teach.

1. The instructor presented the material clearly:

1                      2                      3                      4                      5  
What was (s)he talking about?                      So-so                      The concepts are now crystal clear

2. The instructor presented the material at a pace that was conducive to my learning:

1                      2                      3                      4                      5  
Yikes! painfully fast/slow                      Some pacing issues                      Perfect pacing for my learning

3. The instructor stimulated interest and participation from the class throughout the lecture:

1                      2                      3                      4                      5  
Just plain boring                      Somewhat stimulating                      I was riveted throughout

4. What about this instructor's teaching style was most helpful to you as a learner?

5. What could the instructor have done differently to enhance your learning of the lecture material?

Note: Your comments are anonymous unless you choose to include your name. Please return your comments to your course instructor or the resident's teaching coach as soon as possible after class.