**PGY2 Completion Requirements Example**

The *ASHP Accreditation Standard for Post Graduate Residency Programs* (The Standard) requires programs to document requirements for successful completion of the program (Standards 2.5, 2.5.a, 2.5.a.1, 2.5.b, 2.5.c, and 2.5.d), provide completion requirements to applicants at the time the interview invitation is extended (Standards 2.8, 2.8.d), track progress towards completion of program requirements at the same time the development plan is documented quarterly (3.3.e), and document completion of all program requirements at the end of the residency (Standards 2.13.a and 2.13.b). The requirements for successful completion must be consistent throughout the program’s documents.

Two examples of a PGY2 Completion Requirements document are provided below. The first example is a table format and the second example is a list format. Both formats include all elements required by The Standard. When using the table or list format to create your program’s Completion Requirements document, refer to the criteria at the end of the document to ensure all criteria are met.

**PGY2 Completion Requirements Example - Table Format**

Documentation of your program’s completion requirements in this format helps ensure consistency between program documents as the table can be included in the manual and/or documents provided to applicants invited to interview and utilized to track progress towards completion of program requirements and for documentation of completion of all program requirements at the end of the residency.

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| --- | --- | --- | --- | --- |
| **Completion Requirements Tracker** | **End of Quarter 1** | **End of Quarter 2** | **End of Quarter 3** | **End of Residency - Final Verification of Completion Requirements** |
| All R1.1 (R1.1.1-R1.1.8) are achieved for the residency (ACHR) |  |  |  |  |
| A minimum of 20 additional objectives achieved for the residency (ACHR) |  |  |  |  |
| No objectives with a final rating of NI | x | x | x |  |
| Completion of all required learning experiences |  |  |  |  |
| Completion of all requirements of the PGY2 Critical Care CAGOs Appendix |  |  |  |  |
| Complete assigned critical care medication use evaluation with presentation of results/recommendations at P&T Committee |  |  |  |  |
| 1 Grand Rounds presentation |  |  |  |  |
| 1 Inservice to critical care nursing staff |  |  |  |  |
| Presentation of year-long project (major project) at a regional residency conference or other conference approved by RPD |  |  |  |  |
| Completion of 16 weekend critical care staffing shifts |  |  |  |  |
| Completion/revision of a critical care treatment protocol |  |  |  |  |
| Final project manuscript in a format suitable for publication and that has been approved by RPD |  |  |  |  |

**PGY2 Completion Requirements Example - List Format**

The list format below is also fully compliant and is a common method for documenting completion requirements in the program’s manual and/or documents provided to applicants invited to interview. If the list format is chosen for this use, ensure that the requirements in the document(s) used to track progress towards completion of program requirements and for documentation of completion of all program requirements at the end of the residency are consistent with the list of program requirements to ensure compliance with Standards 2.8.d and 2.13.b).

*Please note: The asterisk(\*) and font in superscript behind each completion requirement in the list below is included only as a reference to the criteria below. This verbiage is not required to be included in your program’s completion requirements.*

* All R1.1 (R1.1.1-R1.1.8) are achieved for the residency (ACHR) \*1 and 2
* A minimum of 20 additional objectives achieved for the residency (ACHR) \*1 and 2
* No objectives with a final rating of NI\*1 and 2
* Completion of all required learning experiences\*Related to 1
* Completion of all requirements of the PGY2 Critical Care CAGO’s appendix\*4
* Complete assigned critical care medication use evaluation with presentation of results/recommendations at P&T Committee (program-specific requirement) \*5
* Presentations:
  + 1 Grand Rounds\*3
  + 1 Inservice to critical care nursing staff\*3
* Presentation of year-long project (major project) at a regional residency conference or other conference approved by RPD\*3
* Completion of 16 weekend critical care staffing shifts\*5
* Completion/revision of a critical care treatment protocol\*3
* Final project manuscript in a format suitable for publication and that has been approved by RPD\*3

\**Correlates with requirement number in Criteria*

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| **Criteria** |
| Requirements for successful completion of the program are documented and include the following: |
| 1. Requirements for overall achievement of educational objectives for the residency (ACHR) |
| 1. The minimum threshold related to educational objectives that would allow awarding a certificate of completion |
| 1. List of required deliverables related to educational objectives (Deliverables are defined as documents developed by residents that are related to educational objectives). |
| 1. Appendix requirements, if the program’s associated Competency Areas, Goals, and Objectives include a required appendix |
| 1. Other requirements as defined by the program |
| Matches checklist used to track progress quarterly and final documentation at the end of the year (Standards 2.13.b and 3.3.e) |
| Requirements are objective and clearly written with little left to interpretation |
| Documentation ensures uniform application of requirements |