

Pharmacotherapy Rounds Check List
**(Presentations Held at the University of Maryland School of
Pharmacy)**

AT LEAST 55 business days prior to your presentation date (please check online schedule for exact due date):

- Proposed presentation topic or title should be emailed to [P-SHORResidencyandAdministrativeSupport@rx.umaryland.edu](mailto:PHORResidencyandAdministrativeSupport@rx.umaryland.edu); do not use proprietary or trade names in the title of your presentation.

AT LEAST 45 business days prior to your presentation date (please check online schedule for exact due date):

- Complete Pharmacotherapy Rounds online application including:
 - a. Your name and credentials and title
 - b. Your current, up-to-date Curriculum Vitae
 - c. Disclosure Form
 - d. Your Residency or Fellowship Director's name and email address
 - e. Your Evaluator's name and email address
 - f. Your Mentor's name, email address, updated CV, and disclosure form.
 - g. Activity Title: Insert appropriate title based on topic to be presented (Note – you should NOT use the brand name of a product in your title)
 - h. Activity Date
 - i. Activity type (knowledge- or application-based). Application-based activity must be at least 30 minutes.
 - j. Number of contact hours for activity (0.5 hours or 1 hour)
 - k. Educational needs assessment (state the potential or actual problem in pharmacy practice or the new product or development that you intend to address in your activity. Explain how your activity will bridge the gaps in knowledge or skills to best implement solutions to the stated problem or the new development in practice.)
 - l. Learning Objectives (1 learning objective for every 15 minutes of content).
 - m. Description of active learning strategy.
 - n. Description of learner assessment and feedback strategy.
 - o. Keywords that best describe your activity content.
 - p. Designator code related to your activity.
 - q. Select how you plan to disclose conflicts of interest to activity participants.

TWO WEEKS (10 business day) prior to your presentation (email to continuing@rx.umaryland.edu):

- A copy of your presentation slides with learning objectives.
- PDF handouts of your presentation for audience reference.

THE DAY OF THE PRESENTATION:

- Complete the self-evaluation form posted on the Pharmacotherapy Rounds website. This will be discussed with your evaluators and maintained in your binder.