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

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

❑ Proposed presentation topic or title should be emailed to umresfelprogram@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 (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 activities must be at least 1 contact hour.
     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 in order 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
  o. Keywords that best describe our activity content
  p. Designator Code related to your activity
  q. Select how you plan to disclose conflicts of interest to activity participants

ONE WEEK (5 business day) prior to your presentation (email to umresfelprogram@rx.umaryland.edu):

❑ Slides with learning objectives
❑ Handouts with cover sheet

THE DAY OF THE PRESENTATION:

❑ Bring 4 copies of the attendance log to the presentation. The template for the attendance log is available on the Pharmacotherapy Rounds website. All sections of the attendance log must be completed on each sheet. The Universal Activity Number, or UAN, can be found in the appointment received for PT Rounds as well as on the online schedule.
❑ Complete the self-evaluation form posted on the Pharmacotherapy Rounds website. This will be discussed with your evaluators and maintained in your binder.