

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

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 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 (please check online schedule for exact due date):

- Complete Pharmacotherapy Rounds online application including
Be certain to check the box "I am a resident/fellow proposing a PT Rounds session" when submitting the application. This is above where you fill in the speaker information:
 - 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. Additional Evaluator's Name and Email Address (if applicable)
 - g. Program 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. Program Date
 - i. Program Outline
 - j. Program Focus: select from drop down box
 - k. Designator Code: select from drop down box
 - l. How do you plan to announce this program? Select "internal email" and "external email"
 - m. At least 3 Learning Objectives
 - n. Educational needs assessment

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

- Slides with learning objectives
- Handouts with cover sheet
- Self-assessment questions, including an answer key with a sentence describing why each answer is correct (the answer key should be submitted in a separate document). These questions need to be different than the active learning questions included in your presentation.

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.